

## FINANCE

### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix F: Statistical Information

			2009	2008	2007	2006
<b>(1)</b>	<b>General Statistics</b>					
(a)	Population	±	200,000	190,000	180,000	170,000
(b)	Valuation		R'000	R'000	R'000	R'000
(i)	Taxable					
	Land		796,504,670	1,340,284	1,335,757	1,328,808
	Improvements		10,304,765,000	3,178,399	3,094,741	2,899,480
(ii)	Non Taxable		0	0	0	0
	Land		0	0	0	0
	Improvements		0	0	0	0
(iii)	Date of Last General Valuation		2007/07/02	2004/07/01	2004/07/01	2004/07/01
(c)	Number of properties					
	Residential		16,337	17,074	16,843	16,787
	Commercial		1,003	1,172	1,004	1,004
	Other		3,014	1,096	1,082	1,082
	Rural		2,065	2,111	1,791	1,791
(d)	Assessment Rate: Cent in the Rand		0.0058	1.59751	1.38911	1.2981
(e)	Number of Employees					
	Employed		865	1017	921	893
	Vacancies		64	690	664	576
<b>(2)</b>	<b>Electrical Statistics</b>					
(a)	Number of users	±	26 000	24 974	22 352	22,204
(b)	Units bought	kWh	317 796 648	315 603 213	289 108 458	270,813,659
(c)	Units sold	kWh	306 096 156	294 986 045	286 503 306	264,105,717
(d)	Units lost in distribution	kWh	11,700,492	20,617,168	2,605,152	6,707,942
(e)	Percentage of units lost in distribution		3.682%	6.533%	0.901%	2.477%
(f)	Cost per unit bought	R	0.425132	0.331929	0.325749	0.301010
(g)	Loss in distribution	R	4,974,259	6,843,445	848,626	2,019,155

				2009	2008	2007	2006
	(h)	Cost per unit sold	R	0.441383	0.355129	0.328711	0.308655
	(i)	Income per unit sold	R	0.472369	0.400129	0.378459	0.370003
<b>(3) Water Statistics</b>							
	(a)	Number of users	±	23,000	20,393	19,627	19,272
	(b)	Units supplied	kL	14,304,494	14,118,113	15,563,590	11,788,000
	(c)	Units sold	kL	9,921,551	9,634,750	10,791,935	10,275,849
	(d)	Units lost in distribution	kL	4 382 943	4 483 363	4 771 655	1,512,151
	(e)	Percentage of units lost in distribution		30.6403%	31.7561%	30.6591%	12.8279%
	(f)	Cost per unit supplied	R	3.394903	2.276200	2.339263	2.002984
	(g)	Loss in distribution	R	14,879,668	10,205,030	11,162,155	3,028,814
	(h)	Cost per unit sold	R	4.894635	3.335390	2.555170	2.297734
	(i)	Income per unit sold	R	3.814252	3.592901	3.025016	2.886242
<b>(4) Sundry Statistics</b>							
	(a)	Area in km <sup>2</sup>		3,015	3,015	3,015	3,015
	(b)	Previous election					
		Number of registered voters		60,625	60,625	60,625	60,625
		% poll					
	(c)	Building survey:					
	(i)	Building plans					
		Number passed		1107	866	1161	1032
		Value passed (R'000)		316,760	294,624	264,252	234,928
	(ii)	Inspections performed		2,600	3,700	3,500	3,000
	(d)	Housing					
	(i)	Number of dwelling units		2,747	2,699	2,726	2,794
	(ii)	Number of people accommodated	±	32,249	29,689	29,986	30,735
	(iii)	Number of people on waiting list		7,434	7,529	7,557	7,524
	(e)	Fire service stations		2	2	2	2

## FINANCE

### Breede Valley Municipality

Financial Statement to 31 March 2019

#### Appendix G: Grants and Subsidies

NAME OF GRANT	NAME OF GRANT OF WHICH THIS IS A PORTION	BALANCE 31-MAR-19	BUDGETED RECEIPTS				BUDGETED EXPENSES				BALANCE 30-MAR-19	GRANTS AND SUBSIDIES RECEIVED/WITHHELD			EXPLANATION FOR WITHHELD OR WITHHELD OF FUNDS	DETAILS OF TRANSFERRED GRANTS WITH THE GREATEST POSSIBLE IN TERMS OF AMOUNT RECEIVED IN THE PERIOD	REASON FOR RECEIPT/ WITHHELD	
			APR '19	MAY '19	JUN '19	JUL '19	APR '19	MAY '19	JUN '19	JUL '19		APR '19	MAY '19	JUN '19	JUL '19			
Provincial Share	Provincial	-	12,887,348.00	6,315,801.00	14,975,044.00	-	8,026,851.00	4,245,000.00	10,461,792.00	8,477,738.00	-	-	-	-	0	Not applicable	Yes	
Project Management grant	Provincial	140,000.00	20,000.00	-	-	-	20,000.00	20,000.00	20,000.00	20,000.00	-	-	-	-	0	Not applicable	Yes	
Infrastructure Improvement Grant	Provincial	74,480.00	40,000.00	-	-	-	-	-	20,000.00	20,000.00	-	-	-	-	0	Not applicable	Yes	
EU Water Reserve	Provincial	232,182.00	-	-	-	-	-	-	-	232,182.00	-	-	-	-	0	Not applicable	No	
DRDPT DSDT	Provincial	-	-	10,000.00	20,000.00	-	-	10,000.00	10,000.00	10,000.00	-	-	-	-	0	Not applicable	Yes	
DRDPT	Provincial	2,645,100.00	-	-	-	-	20,000.00	20,000.00	20,000.00	20,000.00	-	-	-	-	0	Not applicable	Yes	
Water Use Efficiency Incentive	Provincial	1,332,750.00	-	-	-	-	-	1,200,000.00	1,200,000.00	-	-	-	-	0	Not applicable	No		
Water Infrastructure Grant (DSDT 2018)	Provincial	2,116,750.00	1,742,000.00	3,050,000.00	3,017,000.00	-	-	1,950,000.00	2,115,267.00	11,401,382.00	2,114,521.00	-	-	-	-	0	Not applicable	Yes
WRC WTA	Provincial	200,000.00	100,000.00	-	-	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	-	-	-	-	0	Not applicable	Yes	
Watermark 2019	Provincial	240.00	-	-	-	-	-	-	-	240.00	-	-	-	-	0	Not applicable	Yes	
Health Services	Provincial	-	-	-	-	20,000.00	20,000.00	20,000.00	20,000.00	-	-	-	-	0	Not applicable	Yes		
Child Start of Preschool	Provincial	-	100,000.00	100,000.00	200,000.00	200,000.00	-	200,000.00	200,000.00	200,000.00	-	-	-	-	0	Not applicable	Yes	
Child Start of Preschool Classes	Provincial	-	-	-	-	100,000.00	-	-	-	100,000.00	-	-	-	-	0	Not applicable	Yes	
National Broadband	Provincial	-	-	-	-	200,000.00	-	-	-	200,000.00	-	-	-	-	0	Not applicable	Yes	
Special Projects	Provincial	10,764.00	-	-	-	-	-	10,764.00	-	-	-	-	-	-	0	Not applicable	Yes	
Provincial Preparation Fund - Ground water	Provincial	10,764.00	-	-	-	-	-	-	-	10,764.00	-	-	-	-	0	Not applicable	Yes	
Plan for Water Pollution	Provincial	-	10,764.00	10,764.00	10,764.00	10,764.00	-	-	-	10,764.00	-	-	-	-	0	Not applicable	Yes	
WPC Enviro Art Clean-up Project	Provincial	16,705.00	-	-	-	-	-	-	-	16,705.00	-	-	-	-	0	Not applicable	Yes	
Weld Project Service Incentive	Provincial	4,760.00	-	-	-	-	-	-	-	4,760.00	-	-	-	-	0	Not applicable	No	
Weld Project Capital	Provincial	3,771.00	-	-	-	-	-	-	-	3,771.00	-	-	-	-	0	Not applicable	No	
Upgrading Landfill Services	Provincial	8,028.00	-	-	-	-	-	-	-	8,028.00	-	-	-	-	0	Not applicable	No	
WPC Kitchen Incentive	Provincial	4,251.00	-	-	-	-	-	-	-	4,251.00	-	-	-	-	0	Not applicable	No	
WPC Projects	Provincial	1,198.00	-	-	-	-	-	-	-	1,198.00	-	-	-	-	0	Not applicable	No	
Upgrading Roads (Tenders - 2nd September)	Provincial	3,743.00	-	-	-	-	-	3,743.00	200.00	-	-	-	-	0	Not applicable	Yes		
General Services Status Incentive	Provincial	3,354.00	-	-	-	-	-	-	-	3,354.00	-	-	-	-	0	Not applicable	No	
General Rate Fund	Provincial	3,329.00	-	-	-	-	-	-	-	3,329.00	-	-	-	-	0	Not applicable	No	
Statistical Plant Service Incentive	Provincial	355,116.00	-	-	-	-	12,400.00	20,000.00	20,000.00	20,000.00	402,516.00	47,000.00	-	-	0	Not applicable	No	
Infrastructure Grant	Provincial	4,193.00	-	-	-	-	-	-	-	4,193.00	-	-	-	-	0	Not applicable	No	
Refund Incentive	Provincial	60,000.00	-	-	-	-	-	-	-	60,000.00	-	-	-	-	0	Not applicable	No	
DRDPT Solid Waste	Provincial	61,193.00	-	-	-	-	-	1,000.00	1,000.00	47,000.00	20,000.00	-	-	0	Not applicable	Yes		
DRDPT Refund Incentive	Provincial	200,000.00	-	-	-	-	20,000.00	-	-	-	200,000.00	-	-	-	0	Not applicable	Yes	
Universal Social Fund Bank	Provincial	70,000.00	-	-	-	-	-	-	-	70,000.00	-	-	-	-	0	Not applicable	No	
Local Government Infrastructure	Provincial	25,571.00	-	-	-	-	-	25,571.00	-	25,571.00	-	-	-	-	0	Not applicable	No	
CCC Grant Clean Up Project	Provincial	31,229.00	-	-	-	-	-	12,346.00	20,000.00	-	-	-	-	0	Not applicable	Yes		
CCC Grant Clean Up Project	Provincial	-	-	210,000.00	40,000.00	-	-	117,000.00	-	242,000.00	-	-	-	-	0	Not applicable	Yes	
Refund CAFS ABS Audit - BWP	Provincial	900,000.00	-	-	-	-	-	-	-	900,000.00	-	-	-	-	0	Not applicable	Yes	
Refund CAFS ABS Audit - BWP	Provincial	-	-	400,000.00	-	-	-	-	-	400,000.00	-	-	-	-	0	Not applicable	Yes	
Waste Water Waste Treatment	Provincial	-	-	200,000.00	-	-	-	-	-	200,000.00	-	-	-	-	0	Not applicable	Yes	
Swimmer Incentive Scheme	Provincial	-	-	300,000.00	-	-	-	-	-	300,000.00	-	-	-	-	0	Not applicable	Yes	
Swimmer Incentive Scheme	Provincial	-	-	3,078,486.00	3,175,442.00	3,478,203.00	-	-	-	3,477,203.00	4,411,912.00	2,342,000.00	-	-	0	Not applicable	Yes	
DRDPT Environment Health Project	Provincial	440,887.00	-	-	-	-	-	440,887.00	-	-	-	-	-	-	0	Not applicable	No	
DRDPT Just Parks	Provincial	400,412.00	-	-	-	-	-	200,200.00	-	-	200,200.00	-	-	-	0	Not applicable	Yes	
DRDPT Environment Health Project	Provincial	1,620,710.00	-	2,000,000.00	-	-	-	2,100,495.00	20,000.00	2,000,000.00	20,000.00	200,495.00	-	-	0	Not applicable	No	

## FINANCE

NAME OF GRANT	NAME OF GRANT OF STATE OR TERRITORY FUND	BALANCE 1-JUL-05	QUARTERLY RECEIPTS			QUARTERLY EXPENSES			BALANCE 2-JUL-05	GRANTS AND SUBSIDIES RECEIVED WITHIN STATE			RECEIVED ON DATE / WITHIN STATE OF FUND	DATE FROM WHICH STATEMENT IS DATED AND IN TERMS OF GRANT RECEIVED IN THE RELATED STATE	EXPLANATION			
			SEPT-05	OCT-05	NOV-05	DECEMBER	SEPT-05	OCT-05	NOV-05	DECEMBER	1-JUL-05	2-JUL-05	3-JUL-05	4-JUL-05				
CELESTI	Cape Winelands District Municipality	30 495.00	-	-	-	-	10 225.00	30 325.00	-	-	-	-	-	-	0	Not applicable	Yes	Project uncompleted
EDS Program	Cape Winelands District Municipality	42 443.00	-	-	-	-	46 040.00	-	-	-	-	-	-	-	0	Not applicable	No	Project uncompleted
Health Consumer Education Services	Cape Winelands District Municipality	4 751.00	-	-	-	-	-	2 452.00	-	807.00	-	-	-	-	0	Not applicable	No	Project uncompleted
Minerals Policy	Cape Winelands District Municipality	8 371.00	-	-	-	-	-	-	-	2 034.00	-	-	-	-	0	Not applicable	No	Project uncompleted
Performance Management System	Cape Winelands District Municipality	258 702.20	-	-	-	-	10 791.00	101 981.00	112 025.00	40 244.00	-	-	-	-	0	Not applicable	No	Project uncompleted
ED Calendar 2006	Cape Winelands District Municipality	-	100 000.00	-	-	-	-	45 400.00	54 400.00	12 407.00	-	-	-	-	0	Not applicable	No	None
Health Infrastructure	Cape Winelands District Municipality	-	8 300.00	-	-	-	-	8 000.00	-	-	-	-	-	-	0	Not applicable	No	None
Govt of SA Health Sector	Cape Winelands District Municipality	-	-	100 000.00	-	-	-	-	70 000.00	-	-	-	-	-	0	Not applicable	No	None
Capacity Building for 20 Years	Cape Winelands District Municipality	-	-	30 000.00	-	-	-	-	18 821.00	36 000.00	-	-	-	-	0	Not applicable	No	None
Reserve of Irreversible Funds	Cape Winelands District Municipality	-	-	200 000.00	-	-	-	-	-	30 000.00	-	-	-	-	0	Not applicable	No	None
Child & Community Services	Cape Winelands District Municipality	-	-	-	70 000.00	-	-	-	-	17 477.00	-	-	-	-	0	Not applicable	No	None
Water Demand Management	Cape Winelands District Municipality	-	-	-	100 000.00	-	-	-	-	2 000.00	100 000.00	-	-	-	0	Not applicable	No	None
Adoptive Parent Committee	Cape Winelands District Municipality	-	-	-	-	40 000.00	-	-	-	-	-	40 000.00	-	-	0	Not applicable	No	None
Infrastructure & Building Fund	Cape Winelands District Municipality	117 880.00	-	-	-	-	80 241.00	30 487.00	-	-	-	-	-	0	Not applicable	No	Project uncompleted	
Local Roads Water Partnership	Cape Winelands District Municipality	49 480.00	-	-	-	-	-	-	2 195.00	13 567.00	-	-	-	0	Not applicable	No	Project uncompleted	
Operating Water Treatment	Cape Winelands District Municipality	-	210 000.00	-	-	-	170 000.00	-	-	-	-	-	-	0	Not applicable	No	None	
Water Treatment System	Cape Winelands District Municipality	-	-	-	80 000.00	-	470 000.00	118 470.00	24 470.00	-	-	-	-	0	Not applicable	No	None	
Acquisition of mobile disposal equipment	Cape Winelands District Municipality	-	-	-	200 000.00	-	-	-	-	100 000.00	-	-	-	0	Not applicable	No	None	
Infrastructure Information System	Cape Winelands District Municipality	-	-	-	10 000.00	-	-	-	-	10 000.00	-	-	-	0	Not applicable	No	None	
SA Revenue for short (EUR 0.00)	Revenue only	44 824.00	-	-	-	-	-	-	-	-	44 824.00	-	-	0	Not applicable	No	Project uncompleted	
CCC Developmental Housing Project	Reserve only	1 351 400.00	-	-	-	-	-	-	-	-	1 351 400.00	-	-	0	Not applicable	No	Project uncompleted	
CCC 100 Years	Reserve only	375.00	-	-	-	-	-	-	-	-	375.00	-	-	0	Not applicable	No	Project uncompleted	
CCC Western Areas Park	Reserve only	422 043.00	-	-	-	-	-	-	-	-	422 043.00	-	-	0	Not applicable	Yes	None	
CCC Deysel Housing South 01	Reserve only	2 750 004.00	-	-	-	-	-	-	-	-	2 750 004.00	-	-	0	Not applicable	No	Project uncompleted	
CCC Deysel Informal 14-B De Doorn	Reserve only	210 275.00	-	-	-	-	-	-	-	-	210 275.00	-	-	0	Not applicable	No	Project uncompleted	
Deutsche Bahn 2 & 2	Reserve only	-	-	10 400 000.00	4 718 384.00	-	-	14 321 788.00	11 107 426.00	831 871.00	-	-	-	-	0	Not applicable	Yes	None
Deutsche Bahn 4	Reserve only	-	-	-	14 407 795.00	-	-	-	14 407 792.00	-	-	-	-	0	Not applicable	Yes	None	
Deutsche Welle Water Treatment	Reserve only	-	-	8 000 000.00	-	-	8 000 000.00	-	-	-	-	-	-	0	Not applicable	Yes	None	
Deutsche Südwelt 01 - Etzenheim	Reserve only	-	-	2 000 000.00	7 000 000.00	-	-	-	10 000 000.00	-	-	-	-	0	Not applicable	Yes	None	
Armen FDR 100 Years	Reserve only	-	-	-	7 000 000.00	-	-	-	7 000 000.00	-	-	-	-	0	Not applicable	Yes	None	
CCC Reserve	Reserve only	3 604.00	-	-	-	-	-	-	-	-	3 604.00	-	-	0	Not applicable	No	Project uncompleted	
SA National Jockey Club Sports Grounds	Private Donations	-264 840.00	264 840.00	-	-	-	-	-	-	-	-	-	-	0	Not applicable	Yes	None	
NET - Dex Bank of SA	Private Donations	-264 812.00	264 812.00	-	-	-	-	-	-	-	-	-	-	0	Not applicable	Yes	None	
Performance Matrix 2004	Private Donations	-	-	-	200 000.00	-	-	-	400 000.00	-14 404.00	-	-	-	0	Not applicable	Yes	None	
Performance Matrix 2005	Private Donations	-	-	300 000.00	-	-	-	470 801.00	81 874.00	1 211.00	-	-	-	0	Not applicable	Yes	None	
Reserve ICE Workshops	Private Donations	-	-	30 000.00	-	-	-	-	20 000.00	1 000.00	-	-	-	0	Not applicable	Yes	None	
WEP Library DFR - Zandvoort	Private Donations	-	-	500 000.00	-	-	-	-	20 000.00	61 800.00	-	-	-	0	Not applicable	Yes	None	
Relief Cape Town & Surrounds	Other Municipalities	15 700.00	-	-	-	-	-	12 275.00	-	515.00	-	-	-	0	Not applicable	No	Related uncompleted	

14 321 788.00 33 411 024.00 14 321 024.00 13 075 000.00 13 400 400.00 13 400 000.00 13 400 000.00 13 400 000.00

BALANCE 1-JUL-05 13 400 000.00 13 400 000.00

NAME OF GRANT	NAME OF GRANT OF STATE OR TERRITORY FUND	BALANCE 1-JUL-05	QUARTERLY RECEIPTS			QUARTERLY EXPENSES			BALANCE 2-JUL-05	GRANTS AND SUBSIDIES RECEIVED WITHIN STATE			RECEIVED ON DATE / WITHIN STATE OF FUND	DATE FROM WHICH STATEMENT IS DATED AND IN TERMS OF GRANT RECEIVED IN THE RELATED STATE	EXPLANATION		
			SEPT-05	OCT-05	NOV-05	DECEMBER	SEPT-05	OCT-05	NOV-05	DECEMBER	1-JUL-05	2-JUL-05	3-JUL-05	4-JUL-05			
Private Donations - 2005/2006	Capital Reserve	10 000.00	10 000.00	Other Income	Capital Received	Refund - off	Contribution Received	Contribution Received	Interest Income	Refund	Other Donations	Interest Income	Refund	Other Donations	10 000.00	10 000.00	10 000.00
Private Donations - 2005/2006	Capital Reserve	10 000.00	10 000.00	-	-	-	10 000.00	10 000.00	10 000.00	10 000.00	10 000.00	10 000.00	10 000.00	10 000.00	10 000.00	10 000.00	10 000.00

10 000.00 10 000.00 10 000.00 10 000.00 10 000.00 10 000.00 10 000.00 10 000.00 10 000.00 10 000.00 10 000.00 10 000.00 10 000.00 10 000.00 10 000.00 10 000.00

## FINANCE

### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
<b>JULY 2008</b>					
2/7/2008	Nampak Tissues	7,672.20	stores	paper toilet unwrapped	sole provider
3/7/2008	Independent Newspaper	10,039.38	12112 102 08300	Advertisement in newspaper	vacancies
8/7/2008	Sizisa Ukhanyo Trading 1020cc	12,500.00	16603 103 36932	Cleaning of town	use small contractors on rotating basis
8/7/2008	JJ Contractors	12,500.00	16603 103 36932	Cleaning of town	use small contractors on rotating basis
8/7/2008	Worcester Landbougenootskap	9,750.00	10612 102 25400	venue	outstanding account (deal between parties)
8/7/2008	Worcester Volkswagen	14,058.51	18860 103 37900	repairs	only dealer to repair
9/7/2008	Woodline Timber Industries	13,110.00	stores	wooden poles	only one quote received
9/7/2008	Dibanisa cc	12,500.00	16603 103 36932	Cleaning of town	use small contractors on rotating basis
9/7/2008	Worcester Landbougenootskap	40,500.00	10612 102 25400	catering	Provider provides venue and catering
11/7/2008	Protea Hotel The Lakes	5,439.50	14203 102 31500	accomodation	attending SAESI Education committee meeting
11/7/2008	Protea Hotel The Lakes	2,175.80	10903 10231500	accomodation	attending SAESI Education committee meeting
11/7/2008	Beco Training	6,300.00	12112 102 30710	accomodation	Electricity students
14/7/2008	Safety Chemicals	6,446.59	stores	hygiene and cleaning material	only 2 suppliers listed
14/7/2008	Promart Procurement	4,699.76	16315 102 21200	linnen	estimated amount is R2100-00
14/7/2008	Bytes System Integration	1,094.40	12403 103 36315	listing of capital expenditure by financial year	Only supplier and support on SAMRAS system
15/7/2008	Hippo Wassery	880.00	14506 103 36101	laundry services	only 2 suppliers listed
15/7/2008	A April Boukontrakteurs	3,363.00	39050 850 08101	repairs	Insurance claim
15/7/2008	Petroport Touws River	5,358.25	18860 102 14100	fuel	only supplier Touws River provides fuel on account
20/7/2008	Rainbow Planthire	20,976.00	18412 103 36746	hiring of digger loader	only 2 suppliers listed with digger available
20/7/2008	Fire Raiders	11,070.82	12406 102 17500	damage to equipment	Insurance claim
20/7/2008	Corporate Renaissance Group	20,520.00	10612 102 25400	workbooks	material needed for PMS
23/7/2008	Southern Sun Katherine Street Sandton	5,291.85	10606 102 31500	accomodation	Internal Audit conference
23/7/2008	Prima Klipbrekers	17,761.20	11539 103 36935	road building material	sole provider
23/7/2008	Prima Klipbrekers	1,037.40	15151 102 22700	road building material	sole provider
23/7/2008	Prima Klipbrekers	10,374.00	18412 103 36746	crusher dust	sole provider
23/7/2008	S N Pool (Edms) Bpk	15,048.00	18412 103 36747	top soil	Only local provider
23/7/2008	Nampak Tissues	16,872.00	stores	toilet paper	sole provider
25/7/2008	Afrox	20,112.95	18415 102 09500	CO2 TEC bulk	sole provider

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### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
28/7/2008	ACDATA	3,762.00	14506 103 36315	library software service	contract
28/7/2008	De Vries De Wet & Kroukamp Ingelyf	55,290.00	12118 102 19900	consultation	Attorney fees - ABSA vs. BVM
	TOTAL	366,503.61			
<b>AUGUST 2008</b>					
1/8/2008	Prima Klipbrekers	13,650.00	18412 103 36746	crusherdust	only local provider
4/8/2008	W P Security	24,076.80	12115 102 26500	security services	Services rendered on a monthly basis
4/8/2008	W P Security	131,598.43	12115 102 26500	security services	Services rendered on a monthly basis
4/8/2008	Easton Alberts Trading	22,500.00	18412 103 36747	water pipe replacement	Pipe cracking project - use contractors
4/8/2008	Posmeester - Worcester	50,000.00	12404 102 25700	delivering of consumers' municipal accounts	organ of state
4/8/2008	C A B Holdings	15,000.00	12404 102 26300	printing of consumers' accounts	contract
8/8/2008	Pick'n Pay	4,622.25	10303 102 27390	groceries	Woman's Day festival
8/8/2008	Worcester Minerals	4,036.28	10303 102 27390	cans soft drinks	Woman's Day festival
8/8/2008	Worcester Minerals	4,805.10	12112 102 13250	cans soft drinks	sports day event
8/8/2008	Fire Raiders Cape (Pty) Ltd	201,539.46	44203 013405	repairs to fire truck	Only supplier in W/Cape - specialist repair works
8/8/2008	Sodah Ebrahim Caterers	4,200.00	10303 102 13300	catering	sports day - councillors + guests from visiting mun
11/8/2008	Budget Rent A Car	33,333.40	10612 102 34050	car rental for ward committee training	Used a local travel agency to get a Mini - bus
15/8/2008	Strydom's Armature Winders	38,342.76	16905 103 36108	repairs	urgent repairs at sewerage works
15/8/2008	Rainbow Planthire	36,800.00	18412 103 36747	Hiring of digger loader	Urgent repair - pipecracking (water supply)
15/8/2008	Swannie's Scrap Metal	6,840.00	18412 103 36746	Hiring of digger loader	Urgent repair - pipecracking (water supply)
15/8/2008	Worcester Armature Winders	18,168.45	16906 103 36111	repairs to sewerage works	Urgent repairs - Santa Werda Pump station
18/8/2008	Knowledge Base	41,399.67	11503 103 36315	support agreement	Sole Providers
18/8/2008	Creative Minds Worcester	4,941.90	12112 102 30700	assessment	Computer literate test for candidates for vacancy
18/8/2008	Poplar Engineering Works	16,214.62	18412 103 36747	flance adaptor	Sole Providers
18/8/2008	HSM Amanzi	24,282.00	16906 103 36312	service of robot pumps	Sole Agents
19/8/2008	Radiodetection	116,382.60	28112 000 09401	generator surge	Sole Agents
22/8/2008	Tosas (Pty) Ltd	19,548.72	11539 103 36935	bituminous products	Sole Providers
22/8/2008	HSM Amanzi	55,812.12	16906 103 36312	repair - robot pumps	Sole Agents
22/8/2008	HSM Amanzi	18,901.20	16906 103 36312	repair - robot pumps	Sole Agents
22/8/2008	Verotest Seba KMT	8,510.15	28112 000 09501	compact test probs	Sole agents in Southern Africa
22/8/2008	Verotest Seba KMT	8,641.20	18112 103 36312	Bicotest - equipment	Sole agents in Southern Africa

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22/8/2008	Verotest Seba KMT	342,959.92	28112 000 09301	Seba KMt digiphone	Sole agents in Southern Africa
22/8/2008	Boland Koerante	7,489.34	12106 102 27100	advertisement	Sole local newspaper
22/8/2008	Transmission Gear Services	57,595.08	16906 103 36108	repair - robot pumps	Sole Agents of Hansen Transmissions In W/Cape
25/8/2008	University of Stellenbosch	7,000.00	11503 102 09700	course	course initiated by DWAF presented Stell Univer
25/8/2008	Orbit Motors Boland (Pty) Ltd	3,470.03	44203063505	service of vehicle	Local agents for Mercedes Benz
25/8/2008	Butterworths Publishers (Pty) Ltd	5,005.07	12103 102 24900	legislation books	legislation books for Director Corp Services
25/8/2008	AAD Truck & Bus	4,078.00	18860 103 37900	servicing of vehicle	Local agents for Nissan
25/8/2008	AAD Truck & Bus	3,907.01	18860 103 37900	servicing of vehicle	Local agents for Nissan
25/8/2008	AAD Truck & Bus	4,585.70	18860 103 37900	servicing of vehicle	Local agents for Nissan
25/8/2008	Witels Grondverskuwing	106,727.04	16606 102 29300	hiring of equipment	removal of waste
25/8/2008	Titus Food & Goods Enterprise	22,500.00	18412 103 36747	pipecracking	Pipe cracking project - use contractors
29/8/2008	Mega Roller Shutter Doors	8,709.60	12703 103 36312	repair roller doors	supplier that provided the doors initially
29/8/2008	Saba IT	10,890.00	20303 000 00901	laptop	laptop urgently needed
29/8/2008	HSM Amanzi	5,000.00	16907 103 36111	servicing of robot pumps	sole agents
29/8/2008	SSE Cape cc	4,788.00	18415 103 36312	reprogramme SCADA	Sole Providers
	TOTAL	1,518,851.90			
<b>SEPTEMBER 2008</b>					
1/9/2008	Prima Klipbrekers	20,748.00	18412 103 36746	crusherdust	only local provider
1/9/2008	Klipbokkop Mountain Resort	4,200.00	14203 102 32700	4x4 training	only local provider
2/9/2008	Juta and Company Ltd	3,423.60	12408 102 26300	pocket statutes	Sole supplier of pocket statutes
2/9/2008	Peninsula Water Treatment	3,819.00	18418 103 36312	chlorine	urgently needed
2/9/2008	Metgovis	10,424.50	12403 102 30710	training of employees	provider of the software
2/9/2008	Verotest Seba KMT	6,006.61	28112 000 09501	phase compactor basic part no. 759 300	Sole Providers
9/9/2008	Infraset	19,926.97	11533 103 36934	concrete products	Sole Providers
9/9/2008	Tosas (Pty) Ltd	19,548.72	11539 103 36935	bituminous products	Sole Providers
10/9/2008	Infraset	8,576.45	913013921	top soil	Sole Providers
11/9/2008	Infraset	4,288.22	15133 103 36105	concrete products	Sole Providers
11/9/2008	Prima Klipbrekers	48,928.80	11539 103 36935	road build material	only local provider
11/9/2008	Prima Klipbrekers	20,748.00	923103921	crusherdust	only local provider
11/9/2008	Breerivier Kommunikasie Bk	4,731.80	18418 103 36312	two - way radio's	have to strip to determine fault / cost

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#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
12/9/2008	A April Boukontrakteurs	49,875.00	39050 850 08101	repairs to house damaged in fire	insurance claim
12/9/2008	A April Boukontrakteurs	60,656.18	39050 850 08101	repairs to house damaged in fire	insurance claim
12/9/2008	HSM Amanzi	97,504.20	16906 103 36108	repairs to robot pump	Sole Providers
12/9/2008	Strydom's Armature Winders	8,177.22	16908 103 36108	repairs to dompel pump	Sole Providers
15/9/2008	TMT Services & Supplies (Pty) Ltd	15,333.00	18112 103 36938	new traffic signals	Sole Providers
16/9/2008	Worcster Brake & Clutch	3,227.31	18860 103 37900	repairs to brakes	have to open to determine fault / cost
17/9/2008	Golden Valley Casino	118,890.60	10612 102 34050	venue and accomodation	Only 2 venues available - approved by the MM
18/9/2008	Worcester Nissan	21,272.86	41521051505	reconditioning engine	Local Nissan dealer - emergency vehicle
18/9/2008	Nampak Tissue (Pty) Ltd	8,436.00	stores	toilet paper	Sole Providers
19/9/2008	Kipo's Taxi's & Busdiens	6,000.00	10612 102 34050	transport services	Only supplier in De Doorns, Touws River
19/9/2008	Plastic Omnium Urban System	29,925.00	26603 000 00401	axels	axels to match wheeli bins in our possession
19/9/2008	Diesel MEC	4,979.93	41503061505	repairs	only supplier in Touws River registered
22/9/2008	Du Bois Boerdery	10,800.00	15130 103 36105	bullie	Only supplier with bullies
22/9/2008	Western Cape Lubricants	5,274.00	stores	oil automatic transmission	Only providers on database
22/9/2008	Anntrack Civil Construction	46,740.00	11539 103 36750	dismantle, load and transport of railroad	Only 2 listed suppliers
23/9/2008	Loubser C	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
23/9/2008	JWS Trading	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
23/9/2008	Juta and Company Ltd	4,674.20	12703 102 24900	traffic legislation books	contract
23/9/2008	Worcester Busdiens	4,100.00	10906 102 27385	transport services	Heritage Day festival - De doorns
23/9/2008	Ariano 84 cc	4,560.00	10906 102 27385	cow	Heritage Day festival - De doorns
23/9/2008	Prima Klipbrekers	5,836.80	11539 103 36935	road stone	only local provider
25/9/2008	Logo Clothing	9,690.00	15103 102 13600	ties and scarves for 2010 promotion	only supplier that could deliver on time
25/9/2008	Jetvac	30,010.50	911333932	hiring of Jetvac	Urgently needed for pipe cracking
25/9/2008	Distinctive Choice	2,750.00	12406 102 17500	repairs to house damaged in fire	insurance claim
25/9/2008	Distinctive Choice	4,800.00	12406 102 17500	repairs to house damaged in fire	insurance claim
25/9/2008	Distinctive Choice	14,500.00	12406 102 17500	repairs to house damaged in fire	insurance claim
25/9/2008	Sakeena's Trading	31,350.00	12406 102 17500	repairs to house damaged in fire	insurance claim
25/9/2008	Ariano 84 cc	21,090.00	12406 102 17500	repairs to house damaged in fire	insurance claim
25/9/2008	Distinctive Choice	4,900.00	12406 102 17500	repairs to house damaged in fire	insurance claim
26/9/2008	Infra-Rad cc	14,101.80	10303 102 18400	sound system, council meeting	Only supplier with interpretation system on D.B.

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#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
26/9/2008	Worcester Voorsieners	3,339.63	stores	cement	had no stock at the stores
30/9/2008	Mastertreads	3,075.72	41507 058 509	Fit tyre CW16507	Emergency - Tyres
30/9/2008	Fiab Mechanical Installations	7,353.00	15121 103 36312	Replacement of rubber washers	Emergency repairs at Grey Street Swimming Pool
30/9/2008	Corporate Renaissance Group	98,572.48	10612 102 25400	Additional modelling workshops - PMS Model	Only supplier to present PMS Workshops on D.B
30/9/2008	AAD Truck & Bus	5,252.95	4150 705 8505	Servicing of vehicle CW 16507 Nissan	Local agents for Nissan
30/9/2008	AAD Truck & Bus	3,252.02	46603 009 405	Servicing of vehicle CW 41109 Nissan	Local agents for Nissan
30/9/2008	AAD Truck & Bus	3,118.20	46603 009 505	Servicing of vehicle CW 38523 Nissan	Local agents for Nissan
	TOTAL	963,789.27			
<b>OCTOBER 2008</b>					
1/10/2008	Syntell	9,274.53	12705 102 29300	RLV-Scanning and speed-digicam	Sole Supplier
1/10/2008	Witels Grondverskuiwing	5,873.28	18481 033 6935	Rental of Excavator	Sole Supplier in the Worcester area
1/10/2008	Nashua Mobile	4,328.55	18112 102 29200	Monthly maintenance fees - data connections	Maintenance fees
1/10/2008	HSM Amanzi	92,220.30	16906 103 36108	Repairs-Santa Weida Pump Station	Emergency Temporary Repairs
1/10/2008	Nampak Tissue (Pty) Ltd	10,123.20	Stores	Paper toilet unwrapped	Sole Provider
1/10/2008	The Golden Valley Lodge	38,170.00	10612 102 34050	Accomodation-Ward Comitter Training	Only place to accommodate 55 people
1/10/2008	Multinet Technologies	6,649.62	28112 000 09201	Broadband Router	Sole Provider
1/10/2008	Acdata	16,416.00	14506 103 36315	Importing of De Doorns Borrower data	Service Contarct-KOHA Library Software
3/10/2008	Worcester Busdiens	4,400.00	10303 102 14500	Transport services	Transport Funeral Service Late Cllr M.Cupido
6/10/2008	Cader's Auto Electric	3,008.77	48403 030 205	Repairs to starter and open circuit	Emergency repairs-CW60082
6/10/2008	Global African Network	23,940.00	11548 102 13050	Advertising in Western Cape Business	Sole Supplier in the Western Cape Area
6/10/2008	Kipo's Taxi's & Busdiens	4,000.00	10612 102 34050	Transport services	Transport Services-Ward Committee Training
6/10/2008	Visser's Ingenieurswerke	3,226.20	48403 081 905	Replacement of Tap on Tank-Van CW42159	Emergency Repairs
7/10/2008	Beco Training Pty Ltd	6,300.00	12112 102 30710	Accomodation-Electricity Learnership	Electricity students
7/10/2008	Afrox	20,000.00	18415 102 09500	CO2 Tec bulk De Koppen Waterworks	Sole Supplier
7/10/2008	Boland Hydraulics	8,542.37	48103 050 905	Repairs to CW 12819 Toyota Dyna	Emergency repairs
7/10/2008	Audensberg Toyota	5,263.31	48103 051 305	Spare parts CW 12666 Toyota Dyna	Sole Agents
7/10/2008	Visser's Ingenieurswerke	15,200.87	48403 081 505	Servicing of vacuum pump CW26445	Sole Agents in Worcester Area
7/10/2008	Drostdy Ingenieurswerke	5,682.90	41539 026 205	Repairs to CW 39732 Toyota Hino	Emergency Repairs
7/10/2008	Enviro Dinamik	8,892.00	11542 102 26900	Preperation of the enviromental mngr plan	De Nova Housing Project
8/10/2008	Saba IT	3,385.00	12406 102 17500	Repairs to computer-SYA58J800198	insurance claim

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Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
9/10/2008	Witels Grondverskuiwing	127,389.92	16606 102 29300	hiring of Bomac	Only supplier locally with Bomac machine
9/10/2008	Syntell	35,941.92	21539 000 08201	movac controller	Sole providers
9/10/2008	NCP Chlorchem (Pty) Ltd	15,932.54	16906 102 09500	665kg Chloorgas	Sole providers
9/10/2008	NCP Chlorchem (Pty) Ltd	39,206.71	stores	chlorine liquid 70kg cylinders	Sole providers
14/10/2008	Safenet ( Africa)	16,758.00	12112 102 30720	nastrac education course- fire department	sole providers
14/10/2008	Prent & JONkerman kontrakteure	12,500.00	16603 103 36932	contract of cleaning	
14/10/2008	Masakane Services	4,000.00	16608 102 10200	delivery of services in Touws River	
14/10/2008	Dibanisa cc	4,416.00	11539 103 36935	small contractor- de doorns	
15/10/2008	Prima Klipbrekers	10,314.00	18412 103 36746	Sole Provider of chruster dust	
17/10/2008	Nampak Tissue (Pty) Ltd	4,776.60	stores	sole supplier	sole supplier
17/10/2008	Witels Grondverskuiwing	109,738.14	16606 102 29300	hiring of Bomac	Only supplier locally with Bomac machine
17/10/2008	andrag agrico	3,330.17			
17/10/2008	the business zone 1691 cc	12,500.00	16603 103 36932	private contractor	
17/10/2008	hippo wassery	4,161.20	16315 102 19100	private contractor	
20/10/2008	Kipo's Taxi's & Busdiens	6,000.00	10612 102 27200	transport services	only local provider from Touws River
20/10/2008	Business Answers	11,995.08	12112 102 13080	support services	Updated Employment Equity Plan 2008
20/10/2008	andrag agrico	5,703.71	46906063305	reapir clutch	have to open to determine fault / cost
20/10/2008	Imvusa Trading ( A Faure)	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
21/10/2008	Dibanisa cc	3,474.40	16609 101 00500	cleaning of town- Touws River	use small contractors on rotating basis
21/10/2008	Boland Hydraulics	3,665.10	18860 103 37900	repair crome shaft and sealkit-cw 12025	only local service provider
22/10/2008	C'est Gyms CC	296,400.00	stores	black bags	urgent supply of black bags
22/10/2008	Tosas (Pty) Ltd	11,932.38	11527 103 36933	only suppliers	only local suppliers
22/10/2008	Afrox	24,654.59	18514 102 09500	sole providers	sole providers
22/10/2008	Metgovis	4,704.78	12412 102 09800	private contractor	metval computer systems
22/10/2008	NCP Chlorchem (Pty) Ltd	4,630.00	operations	sole provider	sole providers of gassilinders
29/10/2008	De Doorns Spar	587.52	10303 102 09350	only suppliers	de Doorns
30/10/2008	Petroport	7.00	18860 103 37900	only suppliers	Touws River fuel
30/10/2008	Petroport	1,053.59	18860 102 14100	only suppliers	Touws River fuel
31/10/2008	Strydom's Armature Winders	4,161.00	15118 103 36312	emergency repairs	emergency repairs
31/10/2008	Boland Rewinders	6,108.66	16907 103 36108	emergency repairs	emergency repairs

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Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
31/10/2008	Strydom's Armature Winders	19,171.38	16905 103 36108	emergency repairs	urgent repair to ventilator
31/10/2008	Strydom's Armature Winders	8,156.70	16906 103 36105	emergency repairs	emergency repairs
31/10/2008	Brainwave Projects 2156	12,500.00	16603 103 36932	contract of cleaning	Touws River
	TOTAL	1,133,267.99			
<b>NOVEMBER 2008</b>					
3/11/2008	Worcester Gearbox Centre cc	4,004.02	18860 103 37900	remove and replace centre portion	only local provider
3/11/2008	Ian Dickie & Co. (Pty) Ltd	5,436.35	18860 103 37900	fit and supply spares	local manufacturers and providers
3/11/2008	Ian Dickie & Co. (Pty) Ltd	6,790.82	18860 103 37900	fit and supply spares	local manufacturers and providers
4/11/2008	AAD Truck & Bus	6,621.32	18860 103 37900	service and repairs to truck	Only local dealer of Nissan
6/11/2008	De Vries De Wet & Kroukam	6,065.20	12104 102 26900	eviction order	attorney fees
6/11/2008	Worcester BMW	8,640.53	40303030105	motorplan extension - CW 1	Only local BMW dealer
6/11/2008	Nampak Tissue (Pty) Ltd	16,872.00	stores	toilet paper	sole provider
6/11/2008	Titus Food & Goods Enterprise	40,000.00	18412 103 36747	pipecracking	use small contractors on rotating basis
6/11/2008	Orbit Motors Boland (Pty) Ltd	7,983.03	46603016905	servicing of vehicle	Only local M/Benz dealers
7/11/2008	Witels Grondverskuiwing	40,000.00	11515 103 36104	hiring of grader (stootskraper)	only local supplier
7/11/2008	Prodiba (License cards)	25,575.00	12706 102 12500	new cards	Sole providers - organ of state (Dept Transport)
7/11/2008	Prodiba (License cards)	25,993.50	12707 102 12500	new cards	Sole providers - organ of state (Dept Transport)
7/11/2008	Smart Cleaning Services	12,500.00	18418 103 36101	cleaning of town	use small contractors on rotating basis
7/11/2008	SDT Garage	3,781.19	48403081905	build up and repair speedo	have to open to determine fault / cost
7/11/2008	SDT Garage	6,300.05	41503060505	check and repair misfire	have to open to determine fault / cost
7/11/2008	SDT Garage	6,350.53	48403081905	check and repair brakes	have to open to determine fault / cost
7/11/2008	SDT Garage	6,755.23	41503060205	check and repair engine misfire	have to open to determine fault / cost
7/11/2008	Breerivier Kommunikasie Bk	3,990.00	15130 103 36312	repair sound system at Boland Park	have to open to determine fault / cost
7/11/2008	Geniprint (Pty) Ltd	3,343.39	12404 103 36312	repair printer T6215	Manufacturers and sole providers of the printer.
7/11/2008	Directory Services	3,995.00	12121 102 32150	listing	Trade listings for municipalities
10/11/2008	Prodiba (License cards)	31,201.50	12706 102 12500	issuing of new cards	Sole providers - organ of state (Dept Transport)
10/11/2008	BMTN Business Solutions	23,936.58	11548 102 13050	symposium	Effective LED Implementation symposium
10/11/2008	Tosas (Pty) Ltd	25,308.00	11539 103 36935	bituminous products	Only providers
10/11/2008	Prima Klipbrekers	13,680.00	11539 103 36935	road build material	Only local suppliers
11/11/2008	AAD Truck & Bus	4,547.92	4663009505	service and repairs to truck	Local dealers - guarantee purposes

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Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
11/11/2008	AAD Truck & Bus	3,709.97	46906084305	service and repairs to truck	Local dealers - guarantee purposes
11/11/2008	AAD Truck & Bus	3,907.01	4840305005	service and repairs to truck	Local dealers - guarantee purposes
11/11/2008	Jaffe's Ford	3,514.67	48103046005	motor spares	Only local dealer of Ford / Mazda
12/11/2008	Joseph Bouers	5,950.00	39050 850 08101	Repairs to damaged house	insurance claim
12/11/2008	Visser's Ingenieurswerke	11,628.00	41503070405	repairs to vacuum pump	Urgently required
13/11/2008	NCP Chlorchem (Pty) Ltd	26,389.06	18415 102 09500	chlorine gas 990kg	sole suppliers
14/11/2008	Masakane Services	4,000.00	16608 102 10200	sevices rendered	Touws River waste transfer station - contract
17/11/2008	Koop en Bou	5,191.00	11522 103 36101	20Lt rockgrip roofcoat	only 2 hardware suppliers in De Doorns
17/11/2008	Worcester Nissan	5,084.61	48403026605	service and repairs to bakkie	Local agents of Nissan
18/11/2008	HSM Amanzi	28,762.20	16905 103 36108	replacing Robot pump pump station	Urgently required
19/11/2008	Infra-Rad cc	13,520.40	10303 102 18400	interpretation and sound system	only listed providers on database
19/11/2008	Multi Choice	457.23	16315 102 27900	multichoice monthly subscription fee	DSTV contract for TV's at Nekkies
20/11/2008	Transtech	18,145.26	46603057305	urgent repairs to compactor	Manufacturers of the compactors -none locally
20/11/2008	Witels Grondverskuiwing	122,797.68	16606 102 29300	hiring of Bomac	removal of waste at dumping site
20/11/2008	HSM Amanzi	45,744.78	16906 103 36312	repairs to robot pump	Urgently required
21/11/2008	hippo wassery	4,997.85	16315 102 19100	cleaning services rendered	Cleaning of Chalets - linnen
25/11/2008	Future Learning / Black Ginger	6,669.00	12112 102 30720	Safety DVD's	Sole provider (accredited)
25/11/2008	CAB Holdings	19,993.04	12404 102 26300	printing of consumers' accounts	contract
26/11/2008	NCP Chlorchem (Pty) Ltd	4,345.91	18415 102 09500	cylinder hiring	sole suppliers
26/11/2008	NCP Chlorchem (Pty) Ltd	13,194.53	16906 102 09500	liquid chlorine drum	sole suppliers
26/11/2008	Onker J	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
26/11/2008	Smart Cleaning Services	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
26/11/2008	Prima Klipbrekers	3,632.97	10603 102 13030	crusherdust	sole suppliers in Worcester area
27/11/2008	Road Cleaning Services	21,204.00	16603 103 36932	mechanical road cleaning services	only known supplier to provide services
27/11/2008	Kaulani Civils cc	129,415.08	28416 000 00801	supply and delivery of toilets in De Doorns	Necessary services due to storm damage
27/11/2008	Boland Toilet Dienste	134,976.00	28416 000 00801	supply and delivery of toilets in De Doorns	Necessary services due to storm damage
27/11/2008	Witels Grondverskuiwing	16,961.49	10603 102 13030	bell kato excavator	urgent reapairs required
28/11/2008	CW Screenprinters	4,464.24	12112 102 23601	sports gear	sports gear for BVM team for Sports Day
28/11/2008	Tosas (Pty) Ltd	13,132.80	11527 103 36933	bituminous products	sole suppliers
	<b>TOTAL</b>	<b>1,036,459.94</b>			

## FINANCE

### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
<b>DECEMBER 2008</b>					
1/12/2008	Samkie's Contractors	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
1/12/2008	Witels Grondverskuiwing	2,460.00	18421 103 36935	hiring of vehicles	Urgently required due to storm damage
1/12/2008	Witels Grondverskuiwing	15,000.00	18415 103 36935	hiring of vehicles	Urgently required due to storm damage
1/12/2008	Witels Grondverskuiwing	2,460.00	18418 103 36935	hiring of vehicles	Urgently required due to storm damage
3/12/2008	HSM Amanzi	18,046.20	16906 103 36108	volute for RW 6141 Pump	sole agents for robot sewerage pumps
3/12/2008	Visser's Ingenieurswerke	11,799.00	18418 103 36312	repair of Langerug Scour valve	urgent repair of lime mixers
3/12/2008	Barloworld Equipment	96,543.52	41539028305	repair of catterpillar transmission	sole providers
4/12/2008	Prima Klipbrekers	36,468.60	923103921	crusherdust	only local providers
4/12/2008	Anntrack Civil Construction	34,752.05	10603 102 13030	emergency work required	Damages caused by flood
4/12/2008	Orchard Suppliers cc	11,349.95	41518018705	repairs to Case tractor	Have to strip to determine damage and cost
4/12/2008	Petroport	5,303.75	18860 102 14100	fuel in Touws River	Regulated price - at all fuel stations the same
4/12/2008	Orchard Suppliers cc	11,606.63	41518020505	repairs to Case tractor	Have to strip to determine damage and cost
5/12/2008	Worcester Golf Club	12,160.00	12103 102 34450	venue and catering	Year end function of Corporate services
8/12/2008	Prima Klipbrekers	8,949.00	16606 103 36105	crusherdust	only local provider
8/12/2008	CQS Technology Holdings (Pty) Ltd	18,810.00	12112 102 30720	Pro audit training	sole provider of software used for the training
9/12/2008	Fire Raiders Cape (Pty) Ltd	31,967.34	44203013405	repairs to M/Benz fire truck	Extra work required due to unforseen damages
10/12/2008	SC Alexander Cleaning Services	12,500.00	11539 103 36105	cleaning of town	use small contractors on rotating basis
10/12/2008	Kipo's Taxi's & Busdiens	6,700.00	10303 102 27360	transport services for old age party	Only bus service from Touws River and De Doorns
10/12/2008	Peninsula Water Treatment	15,162.00	15118 103 36312	servicing of chlorine appliance	nearest agents to BVM area
10/12/2008	Saba IT	6,782.54	18112 103 36312	repair faulty LCD module on HP	Have to strip to determine damage and cost
12/12/2008	NCP Chlorchem (Pty) Ltd	33,969.31	stores	chorine liquid 70kg cylinders	Sole providers
12/12/2008	Babcock Equipment	9,966.38	4660358405	500 hour service	Only volvo agents / providers in Western Cape
12/12/2008	Brandwacht Besproeiing	7,924.24	16906 103 36312	repairs to IBARA sewerage pump	nearest agents to BVM area
12/12/2008	Business Answers	30,378.72	12112 102 26900	organogram software	Upgrade Capman interface with organogram software
12/12/2008	Capital Security	34,200.00	12115 102 26500	security services	Tender process still in progress
12/12/2008	Witels Grondverskuiwing	40,178.68	10603 102 13030	hiring of water tankers	Flood damage in Touws River
15/12/2008	Witels Grondverskuiwing	111,879.60	16606 102 29300	hiring of Bomac	Cleaning at the dumping site - Worcester
17/12/2008	C'est Gyms CC	188,100.00	stores	black bags	urgent supply of black bags
17/12/2008	Rentokil (Hygiene)	6,543.97	11206 102 17150	hygiene services rendered	contract

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### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
17/12/2008	Linux Based Systems Design	14,377.82	12114 102 17600	ADSL and internet services	contract
17/12/2008	Giles Supertension Jointing cc	7,294.86	28112 000 08001	join existing MV cables to new feeders	contract - urgently required
17/12/2008	Checker Hire (G02 Plant Hire)	25,000.00	16603 102 33700	hiring of refuse compactors	to accommodate double shift refuse removal
18/12/2008	Mienies C A	12,500.00	11539 103 36105	cleaning of town	use small contractors on rotating basis
19/12/2008	Alcom Matomo (Pty) Ltd	160,306.76	28112 000 08001	design, supply, install and commission	Supplier of the existing equipment in use
19/12/2008	Samro	6,651.19	13906 102 24100	performing right fees	music for community activities
19/12/2008	Cell C	700.00	18103 102 23800	cell phone contracts	upgrade of official phones
22/12/2008	LIASA	9,000.00	14506 102 30710	training of library personnel	only service providers for library sector
22/12/2008	Giles Supertension Jointing cc	15,046.86	18112 103 36318	repair blown MV cable neat Roodewal flats	urgent repair work required for safety purposes
22/12/2008	Effective Human Intervention cc	6,838.86	12112 102 30720	training MV switchgear mainenance	Only service providers in Western Cape
22/12/2008	Voicelogger S A	11,172.00	18112 103 36312	voijavu voice logging system	Sole supplier and agent of existing voice s/ware
22/12/2008	Meissner	12,357.60	12114 103 36312	labour	Replace UPS battery in De Doorns
22/12/2008	Workshop Electronics cc	9,348.54	12703 103 36312	Calibration and repairs of equipment	Sole manufacturer and supplier of Militron devices
22/12/2008	Sannicare	26,332.30	16906 102 09500	bio enzymes, oxygenerator, free flo tablet	Sole distributor in Worcester
22/12/2008	Safety Chemicals	15,396.84	stores	disinfectants	Only supplier with available stock on hand
22/12/2008	Safety Chemicals	3,173.76	stores	disinfectants	Only supplier with available stock on hand
23/12/2008	HSM Amanzi	29,206.80	16906 103 36108	repair to robot pump	agents of robot pumps
	TOTAL	1,199,165.67			

#### JANUARY 2009

7/1/2009	Conradie Davids & Vennote	16,689.00	18403 102 26900	transporting of land	attorney fees
7/1/2009	PA-G Construction	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
7/1/2009	Shine The Way 1028 cc	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
7/1/2009	Loubser C	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
7/1/2009	Orchard Suppliers cc	11,860.00	41518020505	repairs to case tractor CW 36644	only local suppliers
7/1/2009	Prima Klipbrekers	5,903.60	10603 102 13030	hiring of trucks	transporting of water to Touws River during flood
8/1/2009	Afrox	37,330.69	18415 102 09500	chlorine	sole providers
8/1/2009	Spruit Watchman Services cc	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
8/1/2009	Arendnes	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
8/1/2009	Rainbow Planthire	25,992.00	16603 103 36951	Hiring of digger loader & trucks	Cleaning after flood damages - Sandhills
8/1/2009	Rainbow Planthire	27,075.00	16603 103 36932	Hiring of digger loader & trucks	Cleaning after flood damages - Worcester

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### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
9/1/2009	Worcester Armature Winders	5,386.50	16906 103 36312	repairs to weg motor kW15 amps	Have to strip to determine damage and cost
9/1/2009	NCP Chlorchem (Pty) Ltd	33,969.31	stores	chlorine liquid 70kg cylinders	sole providers
12/1/2009	HSM Amanzi	28,118.10	16906 103 36312	repairs to robot pump	Sole Agents of robot sewerage pumps
12/1/2009	HSM Amanzi	34,334.52	16906 103 36108	repairs to robot pump	Sole Agents of robot sewerage pumps
15/1/2009	S G Nel t/a DNV	7,656.41	12104 102 26900	quantity surveying	upgrade of Roodewal Flats Block M
15/1/2009	Infra-Rad cc	13,919.40	10303 102 18400	interpretation and sound system	only provider on database
15/1/2009	Prima Klipbrekers	13,372.20	11539 103 36935	road build material	only local provider
15/1/2009	Road Cleaning Services	21,204.00	16603 103 36932	mechanical road cleaning services	only known supplier to provide services
15/1/2009	Witels Grondverskuiwing	6,566.40	10603 102 13030	transporting of water	Flood damage - emergencies, in Touws River
16/1/2009	Tosas (Pty) Ltd	9,438.06	11527 103 36933	bituminous products	only provider on database
16/1/2009	HSM Amanzi	26,697.66	39050 850 08101	repair & replace pump at Avian Park	insurance claim - sole agents of sewerage pumps
16/1/2009	Fiab Mechanical Installations	39,501.00	16906 103 36108	repairs to humus tanks and supply of suction box	urgent repairs & service required, agents
19/1/2009	Arcco Staal	13,000.00	14206 103 36101	installation of gate	Extra work done on order nr. 1065804
19/1/2009	NCP Chlorchem (Pty) Ltd	13,194.53	16906 102 09500	chlorine gas 990kg	sole providers
20/1/2009	Boland Hydraulics	22,532.10	18860 103 37900	repairs to Toyota tipper	Only local supplier - specialist work required
20/1/2009	Much Asphalt	44,042.08	11527 103 36933	bituminous products	only supplier on database
21/1/2009	Swannie's Scrap Metal	56,088.00	18412 103 36746	hiring of digger loader	urgently needed over Christmas season
21/1/2009	Hydrenco cc	19,714.88	18860 103 37900	Repairs to Toyota Dyna truck	Have to strip to determine damage and cost
21/1/2009	Poplar Engineering Works	31,683.34	18412 103 36747	HDPE adaptors	Urgently needed, pipe burst in town
21/1/2009	Rainbow Planthire	7,090.80	10603 102 13030	hiring of digger loader	Flood damage, urgently required
21/1/2009	Prima Klipbrekers	7,250.40	18412 103 36746	crusher dust	only supplier on database
27/1/2009	HSM Amanzi	38,330.22	16906 103 36312	repairs to 48kW robot pump	Sole agent for Robot sewerage pumps
27/1/2009	Brainwave Projects 1474 Bk	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
28/1/2009	Kwezi V3 Engineers (Pty) Ltd	44,460.00	25136 000 00701	upgrading of Zweletemba sports grounds	Professional services
28/1/2009	Witels Grondverskuiwing	120,957.55	16606 102 29300	hiring of Bomac	only supplier with machine locally
28/1/2009	Afrox	30,000.00	18415 102 09500	CO2 Tec bulk De Koppen Waterworks	sole providers
28/1/2009	Afrox	20,000.00	18415 102 09500	CO2 Tec bulk De Koppen Waterworks	sole providers
29/1/2009	Zondeki Civils	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
29/1/2009	Siyavuku	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
29/1/2009	Curtain, Linen & Cell Centre	9,000.00	16318 102 21200	linen	Only registered supplier on database

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### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
29/1/2009	Maccaferri SA (Pty) Ltd	14,557.80	956194031	reno mattresses	extra goods required on existing order
30/1/2009	Worcester Enjinsentrum	50,533.92	41539026205	reconditioning engine	Have to strip to determine damage and cost
30/1/2009	Truelo Manufacturers	3,222.34	12715 103 36312	test & calibration of prolaser	Service fees
30/1/2009	Truelo Manufacturers	5,502.36	12715 103 36312	test & calibration of prolaser	Service fees
30/1/2009	Shine The Way 1193 cc	47,500.00	13627 102 11500	building of graves	Advertised on notice boards, but not on website
	TOTAL	1,063,674.17			

#### FEBRUARY 2009

2/2/2009	HSM Amanzi	30,407.22	16906 103 36312	repairs to biofeed pump	emergency - sole agents of sewerage pumps
2/2/2009	Business Answers	9,145.08	12112 102 26900	installation of Capman org plus	contract
2/2/2009	Avis Rent A Car	5,144.49	18421 102 33700	rental of 14 seater bus	Transporting of learners
3/2/2009	Tosas (Pty) Ltd	19,220.40	11527 103 36933	bituminous products	only supplier on database
3/2/2009	DCA Services	22,500.00	18412 103 36746	pipecracking	use small contractors on rotating basis
3/2/2009	Akkerboom Painters & Renovators	22,501.00	18412 103 36746	pipecracking	use small contractors on rotating basis
3/2/2009	Sizisa Ukhanyo Trading 1192 cc	22,502.00	18412 103 36746	pipecracking	use small contractors on rotating basis
3/2/2009	Arendnes	22,503.00	18412 103 36746	pipecracking	use small contractors on rotating basis
3/2/2009	Afrox	23,331.68	18415 102 09500	CO2 Tec bulk Fairy Glen	Sole providers
5/2/2009	Prima Klipbrekers	120,840.00	28112 000 08001	supply and delivery of concrete stone	Only provider on database - Worcester area
5/2/2009	NCP Chlorchem (Pty) Ltd	13,194.53	18418 102 09500	liquid chlorine drum	sole provider
5/2/2009	Syntell (Pty) Ltd	16,563.58	12705 102 29300	RLV-Scanning and speed-digicam	agreement
9/2/2009	Kaulani Civils cc	33,291.42	10603 102 13030	Cleaning of rubble Zweletemba	Urgent work required - flood
9/2/2009	Wikkelnick / Bitline SA 367 Bk	17,939.04	10603 102 13030	hiring of water tankers	emergency work required - flood damage
9/2/2009	Prima Klipbrekers	37,620.00	18412 103 36746	crusherdust	only provider in Worcester area
9/2/2009	Prima Klipbrekers	37,620.00	18412 103 36746	crusherdust	only provider in Worcester area
9/2/2009	Prima Klipbrekers	9,918.00	11527 103 36933	slurry dust	only provider in Worcester area
10/2/2009	Eltest cc	28,249.20	18112 103 36318	implementation of new MV protection relay	Agents of MV protection relay settings
10/2/2009	Dibanisa cc	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
11/2/2009	Giles Supertension Jointing cc	14,646.45	18112 103 36318	repair damaged MV cable	Agents
11/2/2009	Barloworld Equipment	10,639.37	41539028305	Caterpillar vehicle parts	Agents and sole supplier
11/2/2009	Jasonsfontein Estate (Pty) Ltd	94,800.00	18418 102 09500	80 ton water purifying lime	Tender process still in progress
12/2/2009	NCP Chlorchem (Pty) Ltd	33,969.31	stores	chlorine liquid 70kg cylinders	sole providers

**FINANCE**

**Breede Valley Municipality**

**Financial Statements for the year ended 30 June 2009**

**Appendix H: Deviations from Supply Chain Management Policy**

<b>Date of Adjudication</b>	<b>Supplier</b>	<b>Contract /Order amount</b>	<b>Vote</b>	<b>Short description of goods purchased</b>	<b>Reason for deviation</b>
13/2/2009	Independent Newspapers Cape	7,365.43	12112 102 08300	advertisement - vacancies	Only english newspaper
13/2/2009	Drager South Africa (Pty) Ltd	36,366.00	14203 101 07900	D-Tex fireman's jackets	special benefits to Breede Valley Municipality
13/2/2009	Laragh Skills (Pty) Ltd	27,736.00	18112 102 26900	Annual license fees for e-learning	Only providers for e-learning course
13/2/2009	Enviro Paper & Pulp Suppliers	6,954.00	16603 102 33700	transporting of waste containers	urgently required
13/2/2009	De Vries De Wet & Kroukam	10,391.00	12104 102 26900	eviction order	attorney fees
13/2/2009	Geosystems Africa (Pty) Ltd	6,076.20	11503 103 36319	service of Leica TC805L survey equipment	have to dismantle and quote
18/2/2009	Forms Media Independent	6,012.36	12704 102 26300	easy pay nr. boeke	sole provider
18/2/2009	HSM Amanzi	6,110.40	16907 103 36312	repairs to Grey St. sewerage pump	sole agents
18/2/2009	Consolidated African Technology	15,187.08	12404 103 36315	Hand holds	Sole agents
19/2/2009	Boland Toilet Dienste	178,500.00	16609 102 29300	chemical toilets	only known supplier to provide services
19/2/2009	Merwida Country Lodge	12,800.00	10612 102 25400	PMS Session	Not 3 quotes obtained
19/2/2009	HSM Amanzi	36,363.72	16906 103 36312	repairs to robot pump	Sole Agents of robot sewerage pumps
20/2/2009	HSM Amanzi	158,095.20	39050 850 081101	repair vandalised robot pump	insurance claim - sole agents of sewerage pumps
20/2/2009	Fiab Mechanical Installations	56,355.90	16908 103 36108	repairs to aerators	Emergency repairs - De Doorns
23/2/2009	Orbit Motors Boland (Pty) Ltd	9,466.85	46603016905	repairs to M/Benz waste compactor	Only local agent for Mercedes Benz
24/2/2009	Afrox	21,000.00	18415 102 09500	CO2	Sole providers
24/2/2009	Hydrenco cc	20,140.79	41503060105	Yearly service of truck	3 quotes requested only 1 received
24/2/2009	Hydrenco cc	7,474.52	48103046905	Yearly service of truck	3 quotes requested only 1 received
24/2/2009	Hydrenco cc	5,517.03	48103019005	Yearly service of truck	3 quotes requested only 1 received
24/2/2009	Hydrenco cc	63,469.48	48103081705	Yearly service of truck	3 quotes requested only 1 received
24/2/2009	Peninsula Water Treatment	16,580.00	16905 103 36312	repairs at Touws River WWTW	Emergency reapsirs
24/2/2009	Emergency Extreme	6,980.00	44203058705	replace emergency lamps	emergency spares and repairs
25/2/2009	Zebra Bituminous Surfacing	73,306.52	16318 103 36935	reseal of Nekkies road	urgently required
25/2/2009	Integrity Control Systems (Pty) Ltd	8,139.60	18112 103 36728	seal with plastic body	Sole providers
25/2/2009	Boland Toilet Dienste	9,000.00	16609 102 29300	relocate chemical toilets	only known supplier to provide services
25/2/2009	Infra-Rad cc	14,123.46	10303 102 18400	recording, sound + interpretaion system	Council meeting - Only known providers
26/2/2009	Sannicare	18,269.64	16906 102 09500	bio enzymes	sole providers
27/2/2009	Fire Raiders Cape (Pty) Ltd	20,520.00	14203 102 29400	monthly rental of Unimog 4x4 Bush Pumper	Urgent rental of fire fighting vehicle
	<b>Total</b>	<b>1,517,346.95</b>			
<b>MARCH 2009</b>					

## FINANCE

### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
2/3/2009	Sizisa Ukhanyo Trading 1192 cc	7,900.00	16906 103 36105	safety gate	Emergency - prevention of theft
2/3/2009	Syntell (Pty) Ltd	12,483.00	18112 103 36938	Supply TMPC Controller	sole suppliers
2/3/2009	Syntell (Pty) Ltd	36,727.38	18112 103 36938	Supply Movac 3 8 controller	sole suppleirs
2/3/2009	Syntell (Pty) Ltd	36,727.38	18112 103 36938	Supply Movac 3 8 controller	sole suppleirs
2/3/2009	Syntell (Pty) Ltd	36,727.38	18112 103 36938	Supply Movac 3 8 controller	sole suppleirs
3/3/2009	Prima Klipbrekers	63,050.00	16603 103 36932	hiring of digger and tippers	Supplier scoring highest point can deliver
4/3/2009	Witels Grondverskuiwing	110,407.50	16606 102 29300	Hiring of Bomac	Only supplier with bomac in Worcester
5/3/2009	Western Province Life Saving	6,300.00	12112 102 30720	lifeguard examination	Accreditation
6/3/2009	Much Asphalt	72,453.00	11539 103 36935	Bitumenous	only supplier on database
6/3/2009	HSM Amanzi	29,511.18	16906 103 36312	repairs to Santa Weda sewerage pump	sole agents for robot sewerage pumps
6/3/2009	HSM Amanzi	21,979.20	16906 103 36111	repairs to utility pump - 0638345 and 0504077	sole agents for robot sewerage pumps
6/3/2009	Rotrix Africa Industries cc	50,958.00	956184039	rainmaker travelling irrigator	Advertised on website, only 1 quote received
6/3/2009	HSM Amanzi	43,734.96	16906 103 36312	repairs to 48kW volute and cable	sole agents for robot sewerage pumps
6/3/2009	Butterworths Publishers (Pty) Ltd	13,487.80	12112 102 30720	training - cross examination skills	SETA accredited supplier
6/3/2009	Butterworths Publishers (Pty) Ltd	9,990.96	12112 102 30720	training - conciliation and arbitration	SETA accredited supplier
6/3/2009	Butterworths Publishers (Pty) Ltd	13,487.80	12112 102 30720	training - employment equity	SETA accredited supplier
6/3/2009	Butterworths Publishers (Pty) Ltd	7,493.22	12112 102 30720	training - ill health and poor performance	SETA accredited supplier
6/3/2009	Drostdy Ingenieurswerke	11,289.89	46603057305	repairs to waste compactor truck	Have to strip to determine damage and cost
9/3/2009	Prima Klipbrekers	36,252.00	923103921	crusherdust	Only supplier on database
9/3/2009	Prima Klipbrekers	15,102.72	15151 103 36105	armour rock	Only supplier on database
9/3/2009	Prima Klipbrekers	10,488.00	11539 103 36935	2mm-4mm grit (roadstone)	Only supplier on database
9/3/2009	Road Cleaning Services	21,204.00	16603 103 36932	hiring of mechanical broom with hose	Only known supplier on database
9/3/2009	Golden Rewards 1172 cc	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
11/3/2009	Visser's Ingenieurswerke	15,732.00	15121 103 36101	repairs to pump - swimming pool	emergency repairs
11/3/2009	G.W Trautman Bk	13,175.21	16906 103 36108	repair 2 mechanical rakes	urgent repairs - supplier of the rakes
12/3/2009	ABB South Africa (Pty) Ltd	187,876.56	18112 103 36109	OSM Stack refurbished	Sole Agents
17/3/2009	Hydrenco cc	14,903.80	48103050905	Yearly service of truck	Have to strip to determine damage and cost
17/3/2009	Barloworld Equipment	14,978.15	41539028305	2000Hr service of CAT	Sole providers
18/3/2009	Jocastro	275,463.90	stores	substation mini 500ka	emergency stock
19/3/2009	Nampak Tissue (Pty) Ltd	10,100.40	stores	tissue	only providers

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Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
20/3/2009	Automation Africa Mobile	14,238.60	21539 000 08801	booms for taxi rank	Only known supplier on database
23/3/2009	Bytes Systems Integration (Pty) Ltd	103,356.00	22406 000 00701	Samras financial statement module	Sole supplier of software currently in use
24/3/2009	Geohydrological & Spatial Solutions	59,793.00	18403 102 26900	Monthly monitoring, processing of report	Suppliers of software currently in use
24/3/2009	Muller, Terblanche & Beyers	15,750.00	12118 102 26900	deeds	Housing project
25/3/2009	Mastertreads	13,030.20	18860 103 38100	tyres	Use suppliers on rotation system
25/3/2009	Barloworld Equipment	13,089.58	18860 103 37900	servicing of vehicle	only agents
25/3/2009	Tosas (Pty) Ltd	17,316.60	11539 103 36935	bituminous products	only provider locally
26/3/2009	Phillips Enterprises	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
26/3/2009	Mazo Cleaning Services	12,500.00	16604 103 36932	cleaning of town	use small contractors on rotating basis
26/3/2009	Bongani Alien Contractors	12,500.00	16605 103 36932	cleaning of town	use small contractors on rotating basis
26/3/2009	Worcester Auto Clinic	6,263.51	18860 103 37900	repairs to vehicle	Have to strip to determine damage and cost
30/3/2009	Sensory Solutions	81,120.00	22114 000 00901	Software and hardware for the blind	Sole provider in RSA
30/3/2009	Prodiba (License cards)	22,971.00	12706 102 12500	License cards	Sole provider
30/3/2009	NCP Chlorchem (Pty) Ltd	50,160.00	stores	chlorine gas 990kg	Sole provider
30/3/2009	Bytes Systems Integration (Pty) Ltd	5,720.06	12408 103 36315	Flexgen Frontier Client licenses	Sole provider of software currently in use
30/3/2009	Fire Raiders Cape (Pty) Ltd	10,615.53	14203 103 36312	repair / replace shank tools and regulator	only local service agent/ supplier
30/3/2009	Strydom's Armature Winders	19,211.28	16906 103 36312	repairs to re-circulating pump	Have to strip to determine damage and cost
30/3/2009	Worcester Armature Winders	11,157.81	16905 103 36312	repair electrical motor of pump	Have to strip to determine damage and cost
	<b>TOTAL</b>	<b>1,693,778.56</b>			
<b>APRIL 2009</b>					
3/4/2009	Forms Media Independent	5,933.70	12715 102 26300	traffic books	only supplier on database
3/4/2009	Beka	14,261.40	11536 103 36729	Bekabeam 250W HPS/T lamp	urgent repairs at De Doorns Sport Ground
3/4/2009	Zondeki Civils	7,800.00	16603 103 36932	hiring of bakkie for removal of waste	urgently required for cleaning project
3/4/2009	Protea Hotel Parktonian	38,748.80	12112 102 30710	accommodation - Fire Services personnel	National Extraction Challenge
3/4/2009	Kwezi V3 Engineers (Pty) Ltd	100,000.00	25136 000 00701	provide professional Service	Extension of existing contract - Zweletemba pavillion
6/4/2009	HSM Amanzi	60,317.40	16905 103 36108	repairs to 2 robot pumps	Sole Agents of robot sewerage pumps
7/4/2009	Witels Grondverskuiwing	114,087.75	16606 102 29300	Hiring of Bomac	only local supplier with bomac machine
7/4/2009	Ian Dickie & Co. (Pty) Ltd	16,438.80	18860 103 37900	repair diesel tank	only service provider
7/4/2009	Strydom's Armature Winders	20,041.20	18421 103 36312	repairs to electrical generator	urgent repairs at Bok River - power supply to houses
7/4/2009	Nampak Tissue (Pty) Ltd	11,297.40	stores	tissue	sole providers

**FINANCE**

**Breede Valley Municipality**

**Financial Statements for the year ended 30 June 2009**

**Appendix H: Deviations from Supply Chain Management Policy**

<b>Date of Adjudication</b>	<b>Supplier</b>	<b>Contract /Order amount</b>	<b>Vote</b>	<b>Short description of goods purchased</b>	<b>Reason for deviation</b>
8/4/2009	Sensory Solutions	5,065.00	12112 102 13080	training - software for blind/visualy impaired	Sole providers of braille software
8/4/2009	Visser's Ingenieurswerke	51,300.00	16906 103 36312	urgent repairs at Worcester WWTW	Have to strip to determine damage and cost
8/4/2009	Juta and Company Ltd	11,118.10	12703 102 24900	traffffic legislative books	sole distributor of the books
9/4/2009	Prima Klipbrekers	42,180.00	18412 103 36746	crusherdust	sole supplier locally
15/4/2009	Worcester Armature Winders	20,917.86	12404 103 36101	supply and install compressor	Have to strip to determine damage and cost
15/4/2009	Worcester Armature Winders	11,570.15	16905 103 36108	lighting plant motor	Have to strip to determine damage and cost
15/4/2009	Uncle's Contractor	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
15/4/2009	Kaulani Civils cc	81,752.65	21539 000 08901	construction of speedhumps	not advertised on notice boards only on website
15/4/2009	Kaulani Civils cc	59,465.31	21539 000 08901	construction of speedhumps	not advertised on notice boards only on website
15/4/2009	Kaulani Civils cc	61,628.46	21539 000 08901	construction of speedhumps	not advertised on notice boards only on website
15/4/2009	Kaulani Civils cc	90,474.85	21539 000 08901	construction of speedhumps	not advertised on notice boards only on website
15/4/2009	Kaulani Civils cc	59,522.99	21539 000 08901	construction of speedhumps	not advertised on notice boards only on website
15/4/2009	Kaulani Civils cc	103,508.92	21539 000 08901	construction of speedhumps	not advertised on notice boards only on website
17/4/2009	Bytes Systems Integration (Pty) Ltd	44,498.14	12403 103 36315	annual user group development	Supplier of financial system currently in use
17/4/2009	Transtech	20,109.60	16603 102 33700	hiring of Hino compactor and bin lifter	Only supplier registered on database
17/4/2009	Witels Grondverskuiwing	112,124.95	16606 102 29300	hiring of bomac for dumping site	Only supplier with this machine
17/4/2009	Brainwave Projects 1474 Bk	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
17/4/2009	African Compass Trading 58 cc	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
20/4/2009	Kaap Agri Bedryf Beperk	5,461.93	11539 103 36325	tools and shoes	EPWP pjoect in Orchard
20/4/2009	Masiqhame Trading 1189 cc	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
20/4/2009	Worcester Brake & Clutch	5,153.50	18860 103 37900	repair brakes and clutch	Have to strip to determine damage and cost
20/4/2009	Touws River Spar	6,841.20	11539 103 36325	tools	EPWP pjoect in Touws River
21/4/2009	Witels Grondverskuiwing	156,000.00	11539 103 36935	Repair road at Stettynskloof dam	Only one supplier on site-different plant required
21/4/2009	Nampak Tissue (Pty) Ltd	10,761.60	stores	toilet paper	Sole providers
21/4/2009	Sensory Solutions	5,065.00	12112 102 13080	training - visually impaired employee	Sole providers
23/4/2009	AAD Truck & Bus	13,018.95	41507058505	major service of vehicle	agents
28/4/2009	Nampak Tissue (Pty) Ltd	21,523.20	stores	toilet paper	Sole providers
28/4/2009	Joseph Cleaning Services	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
28/4/2009	PLS Skoonmaak Dienste	12,500.00	16603 103 36932	cleanign of town	use small contractors on rotating basis
28/4/2009	PLS Skoonmaak Dienste	7,800.00	16603 103 36932	hiring of bakkie for removal of waste	contractor currently on site - breakdown of BVM vehicle

## FINANCE

### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
28/4/2009	Imvusa Trading ( A Faure)	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
28/4/2009	Cupido Cleaning Services	12,500.00	16603 103 36932	cleaning of town	use small contractors on rotating basis
28/4/2009	S G Nel t/a DNV	5,672.64	10612 102 26900	produce Bill of Quantities and estimates	External upgrade of SAAME HALL
28/4/2009	Sannicare	22,842.86	18418 102 09500	Bio Enzymes (kg)	Sole providers
29/4/2009	Kwezi V3 Engineers (Pty) Ltd	5,586.00	23990 000 00601	application for funding from Province	Avian Park Multi Purpose Centre
29/4/2009	Infra-Rad cc	14,123.46	10303 102 18400	translation services for council meeting	Only suppliers on database
30/4/2009	Nu Way Enterprises	5,130.00	11539 103 36325	detour road signs	Temporary road work signs
30/4/2009	AAD Truck & Bus	15,277.43	18860 103 37900	major service and repair of vehicle	Dealers - only service providers
	TOTAL	3,269,357.57			
<b>MAY 2009</b>					
6/5/2009	Bytes Systems Integration (Pty) Ltd	13,543.20	12408 102 30710	SCM course	sole providers
6/5/2009	De Vries De Wet & Kroukam	90,062.28	12408 102 26900	assistance with compilation of bid	Bid BV 49
14/5/2009	Andrag Agrico (Pty) Ltd	14,250.00	46906063305	600L Rovic Laagraaf	Only service provider for John Deere products
15/5/2009	Witels Grondverskuiwing	115,559.85	16606 102 29300	hiring of bomac for dumping site	only local supplier with bomac machine
15/5/2009	Viking Pony Africa Pumps	109,093.44	18415 103 36312	installation of submersible mixers	supplier of initial mixers installed
18/5/2009	Mastertreads	8,552.28	41539044909	repair mould job	only local supplier that can do job
18/5/2009	HSM Amanzi	38,725.80	16906 103 36312	repair to robot pump	sole agent
18/5/2009	Fiab Mechanical Installations	56,601.00	16906 103 36312	replace scrapers settling tank	Have to strip to determine damage and cost
18/5/2009	Spruit Watchman Services cc	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
19/5/2009	Worcester Gearbox Centre cc	13,082.07	46318090105	repair gearbox - Isuzu Truck	Have to strip to determine damage and cost
19/5/2009	Visser's Ingenieurswerke	19,867.92	18860 103 37900	repairs to trailers	strip and quote
19/5/2009	Kwezi V3 Engineers (Pty) Ltd	6,305.23	18403 102 26900	professional services	Consulting Engineers of the original designs
22/5/2009	Normans Cleaning Services	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
25/5/2009	Golden Rewards 701 cc	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
25/5/2009	Southern Ambition 1192 cc	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
25/5/2009	HT Zakhe Contractor	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
25/5/2009	L Weimers Kontrakteurs	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
25/5/2009	Road Cleaning Services	21,204.00	16603 103 36932	hiring of mechanical broom with hose	only services provider listed on database
25/5/2009	SSE Cape cc	46,512.00	18418 103 36748	Telemetry outstation to monitor	Supplier of the existing equipment in use
26/5/2009	Drostdy Ingenieurswerke	27,873.00	18421 103 36312	repairs to "pompwa"	hava to strip and quote

## FINANCE

### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
26/5/2009	Business Answers	6,865.08	12112 102 26900	Capman Upgrade & new installations	sole providers - software currently in use
27/5/2009	Prent & JONkerman kontrakteure	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
27/5/2009	Samkie's Contractors	12,500.00	16603 103 36932	cleaning of town and streets	use small contractors on rotating basis
27/5/2009	Valley FM Radio	6,999.60	12106 102 27100	broadcasting of council meeting	only local service provider
28/5/2009	Geniprint (Pty) Ltd	6,429.60	12403 102 26300	Tally Genicom ribbon	Sole provider
28/5/2009	Syntell (Pty) Ltd	61,809.88	12705 102 29300	minimum service fee	RLV Joint venture agreement
28/5/2009	Syntell (Pty) Ltd	15,668.73	12705 102 29300	RLV-Scanning and speed-digicam	Rental RLV agreement of equipment
28/5/2009	Capital Security	81,587.74	22406 000 00601	Installation of CCTV camera system	Protection of assets on the municipality
29/5/2009	Kaap Agri Bedryf Beperk	6,543.60	16912 101 07900	Freezer jackets for water works	Urgently required - bad weather (rain)
29/5/2009	Kaap Agri Bedryf Beperk	4,678.67	16912 101 07900	Freezer jackets for water works	Urgently required - bad weather (rain)
29/5/2009	Kaap Agri Bedryf Beperk	4,580.68	16912 101 07900	Freezer jackets for water works	Urgently required - bad weather (rain)
29/5/2009	Kaap Agri Bedryf Beperk	981.57	16912 101 07900	Freezer jackets for water works	Urgently required - bad weather (rain)
29/5/2009	Kaap Agri Bedryf Beperk	3,926.27	16912 101 07900	Freezer jackets for water works	Urgently required - bad weather (rain)
29/5/2009	Kaap Agri Bedryf Beperk	2,552.07	16912 101 07900	Freezer jackets for water works	Urgently required - bad weather (rain)
29/5/2009	Garden Court Eastern Boulevard	35,665.50	12408 102 30710	Accomodation for finance students	Training - Nearest hotel from venue
	TOTAL	919,521.06			
<b>JUNE 2009</b>					
1/6/2009	Kwezi V3 Engineers (Pty) Ltd	5,586.00	12104 102 26900	production of tender document	Roodewal Flats
1/6/2009	Kwezi V3 Engineers (Pty) Ltd	5,586.00	24203 000 04101	production of tender document	Zweletemba Fire Station
3/6/2009	Boland Toilet Dienste	124,130.00	16609 102 29300	chemical toilets	only service provider listed on database
3/6/2009	Infraset	52,395.08	18418 103 36935	Repair road at Stettynskloof dam	Flood damages - emergency
5/6/2009	Sybaritic Trading cc	8,155.00	22114 000 00901	rackmount chassis, slide rails	only services provider listed on database
5/6/2009	Fire Raiders Cape (Pty) Ltd	10,687.50	14203 103 36312	milwaukee reciprocating saw battery	only services provider listed on database
5/6/2009	Syntell (Pty) Ltd	38,755.44	18112 103 36938	FuturledITE	sole providers
5/6/2009	Syntell (Pty) Ltd	38,755.44	18112 103 36938	FuturledITE	sole providers
5/6/2009	Syntell (Pty) Ltd	38,755.44	18112 103 36938	FuturledITE	sole providers
8/6/2009	Rainbow Planthire	27,305.49	16909 103 36112	hiring of digger loader	urgently required
8/6/2009	AAD Truck & Bus	16,143.35	18860 103 37900	service of Nissan truck	only local provider
8/6/2009	Syntell (Pty) Ltd	20,998.80	12112 102 30720	training on movac 3& M4s	sole providers
9/6/2009	Worcester Loodgieters	135,660.00	28416 000 00801	Upgrading Watersupply Sandhills	Urgent repairs - Funds from Cape Winelands

## FINANCE

### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
9/6/2009	Maccaferri SA (Pty) Ltd	62,534.00	9 5 619 40 31	Gabions and Reno matresess	Rawsonville water supply
9/6/2009	Kaytech	2488.64	9 5 619 40 31	Geotextile	Rawsonville water supply flood damage
11/6/2009	Transtech	13 100.71	vehicle costing	Repair to tailgate trunnions nissan diesel	urgent repairs - have to strip to determine damage
11/6/2009	Transtech	23 722.63	vehicle costing	Repairs to different vehicles	urgent repairs - have to strip to determine damage
11/6/2009	Fire Raiders Cape (Pty) Ltd	75 240.00	28860 000 07801	Suspension / Hurst Hydraulic rescue set	Approved by adjudication committee 4/2009 22/05/2009
11/6/2009	Checker Hire (GO2 Plant Hire)	15 390.00	16603 102 33700	Hire of Hino Compactor and Bin lifter	emergency- garbage lorry was broken
11/6/2009	A April boukontrakteur	71 541.95	12406 102 17500	insurance claim	approved by insurance company
11/6/2009	De Vries De Wet & Kroukam	15 145.00	12104 102 26900	Eviction order	Attorney fees
12/6/2009	Spruit Watchman Services cc	7,800.00	16603 103 36950	Hiring of refuse compactor	Urgently required as garbage lorry broke down
12/6/2009	Aquila Private Game Reserve	232 301.58	956088039	Planning and architectural design	Authorised by MM, AA Paulse
12/6/2009	M & N Bakwerke	5,893.80	18416 103 36312	Repair roof and tailgate- Toyota Quantum	Approved by the insurance company
12/6/2009	Zmoko Grooves Entertainment	5,000.00	10303 102 34495	DJ to play music- Youth day	Youth day celebrations
15/6/2009	York Engineering	11 343.00	48103047605	Repairs to vehicle CW6396 ladder	Urgent repairs required
15/6/2009	York Engineering	11 343.00	48103032505	Repairs to vehicle CW43988 ladder	Urgent repairs required
15/6/2009	York Engineering	11 343.00	48103036005	Repairs to vehicle CW41181 ladder	Urgent repairs required
15/6/2009	Crescent Country Hotel	2,080.00	10903 102 31500	Accomodation Mr I Klein	Accomodation approved by Dr Murray
15/6/2009	Don Gresswell Library Products	3,108.82	14506 102 26300	Dewey Decimal Classified Abrid ED 14	Sole Supplier
15/6/2009	Engineered Linings	17 830.74	956194031	Supply 1.0mm smooth HDPE liner	Sole Supplier
16/6/2009	Fire Raiders Cape (Pty) Ltd	56 073.47	44203033105	Repairs vehicle CW35315	Sole Supplier
15/6/2009	Crescent Country Hotel	3,640.00	different votes	Accomodation 7 PERSONS	Accomodation
17/6/2009	Zweletemba Art And Culture	5,000.00	10303 102 34495	Youth celebration	Youth day celebrations
17/6/2009	OPR Systems (Pty) Ltd	8,458.80	12705 102 30300	Servicing of summonses	Servicing of summonses
17/6/2009	Bytes Systems Integration (Pty) Ltd	14 671.80	12112 102 30720	HR training	Supplier of the financial software currently in-use
17/6/2009	Worcester Landbougenootskap	2,850.00	10303 102 27355	Repairs to building for soccer tournament	Urgently required
17/6/2009	Boland Koerante (Edms) Bpk	3,160.00	12112 102 08300	Advertisement	Single price quotations/ Advert in local newspaper
17/6/2009	York Engineering	11 343.00	48103011505	Repairs to vehicle ladder	Specialised work required
17/6/2009	Raimondi's Wholesalers	2,629.06	14203 102 24500	Coffee, sugar and tea for office	Wholesalers given on credit
17/6/2009	AAA Paints (Edms) Bpk	22 500.00	11539 103 36325	20 L Roofseal	Urgently required
18/6/2009	Simande Civils	12 872.31	11539 103 36935	Repairing of potholes	Only supplier in Touwsriviewr
18/6/2009	Macroplan	30 000.00	11542 102 26900	Touws River/ Karoo spatial plan	Excluded agreement

## FINANCE

### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
18/6/2009	Diesel Electric	3,391.50	22409 000 00601	Palletjack	Purchased without order
18/6/2009	Strydom Amature winders	4,389.00	18421 103 36200	Repairs to generator	Emergency repairs
18/6/2009	Drostdy Ingenieurswerke	73 359.00	16906 103 36312	Urgent repair to pump	Authorisation Mr AA Paulse/ urgent repair
19/6/2009	HP Labelling	1,247.16	12409 102 26300	Metal tags- stores	Only known supplier - labels currently in-use
19/6/2009	Bytes Systems Integration (Pty) Ltd	30 460.80	22408 000 00701	SAMRAS Software	Supplier of the financial software currently in-use
22/6/2009	South African Institute of arc	2,000.00	12112 102 30720	SANS 204	Only institution
22/6/2009	HSM Amazi	50,752.80	16906 103 36312	Emergency repair to robot	Single written price quotation / Emergency repairs
22/6/2009	Aquila Private Game Reserve	32,522.22	vehicle costing	Repairs to different vehicles	Additional material required - invoiced
22/6/2009	Bytes Systems Integration (Pty) Ltd	7,660.80	12112 103 36315	Assistance of flexgen frontier	Single written quotation/ SAMRAS Supplier
22/6/2009	Jaffes	5,424.64	48403017405	Repair engine CW16735	Single written quotation/ emergency repairs
22/6/2009	Strydom Amature winders	6,837.72	15148 103 36105	Repairs to pump	Strip and quote
22/6/2009	Boland Hydraulics	9,863.56	vehicle costing	Repairs to different vehicles	Strip and quote
22/6/2009	Lawnmower Centre	2,656.20	vehicle costing	Repairs to different vehicles	Single written price quotation- On rotation basis
22/6/2009	Eclipse Networks (Pty) Ltd	145,225.74	22114 000 00901	Software	Contract - Microsoft software
22/6/2009	AAD Truck and Bus (Western Cape)	16,143.35	48403059005	Repair clutch	Have to strip to determine damage and cost
23/6/2009	Boland Toilet Dienste	19,794.50	16609 102 29300	Hiring of chemical toilets	Only known supplier listed on database
23/6/2009	Infra-Rad cc	14,123.46	10303 102 18400	Recording, sound + interpretation system	Only known supplier listed on database
24/6/2009	Spruit Watchman Services cc	2,600.00	16603 102 29300	Transport - cleaning of town	Use small contractors on rotating basis
24/6/2009	Spruit Watchman Services cc	2,600.00	16603 102 29300	Transport - cleaning of town	Use small contractors on rotating basis
24/6/2009	Vallei voorsieners	3,145.90	11539 103 36325	Tools for EPWP	Only Invoice attached.No SCM Procedure followed
24/6/2009	Koop en Bou	8,557.35	17503 103 36101	Building material	Only 2 suppliers in De Doorns
24/6/2009	Koop en Bou	7,027.85	17503 103 36101	Building material	Only 2 suppliers in De Doorns
24/6/2009	Koop en Bou	2,466.40	17503 103 36101	Building material	Only 2 suppliers in De Doorns
24/6/2009	Koop en Bou	2,878.70	17503 103 36101	Building material	Only 2 suppliers in De Doorns
24/6/2009	Eclipse Networks (Pty) Ltd	35,067.54	22114 000 00901	RM Dever set	Supplier of service
25/6/2009	LCD Liquor Clearing depot	1,467.88	10603 102 30751	Liquor	Approval Mr AA Paulse
25/6/2009	LCD Liquor Clearing depot	996.94	10603 102 30751	Liquor	Approval Mr AA Paulse
25/6/2009	Curtain, Linen & Cell centre	9,900.00	16318 103 36101	Supply and installation of curtains at Nekkies	Only one quote received back
	TOTAL	1,033,809.23			
	GRAND TOTAL 2008/2009	15,715,525.92			

## FINANCE

### Breede Valley Municipality

#### Financial Statements for the year ended 30 June 2009

#### Appendix H: Deviations from Supply Chain Management Policy

Date of Adjudication	Supplier	Contract /Order amount	Vote	Short description of goods purchased	Reason for deviation
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#### Disclosure in terms of S45 of the Supply Chain Management Policy

In terms of S45 of the Supply Chain Management Policy the accounting officer must ensure that the notes to the financial statements disclose particulars of any award of more than R2000.00 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including:

- a) the name of that person
- b) the capacity in which that person is in the service of the state; and
- c) the amount of the award

#### Awards (total amount) for the 2008/2009 financial year

##### **Pikes Construction (Brother of Andre Stevens)**

Awards to the amount of R47 290.00 were made to Pikes Construction.

Andre Stevens is a Financial Clerk in the Expenditure Section within the Financial Services Directorate of the Breede Valley Municipality

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##### **Titus Foods and Goods (Brother of Chantal Matthys)**

Awards to the amount of R62 500.00 were made to Titus Foods and Goods

Chantal Matthys is an Assistant Administration Officer in the Supply Chain Management Unit within the Financial Services Directorate of the Breede Valley Municipality

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##### **Reez Driving School (Spouse of Reggae Saunders)**

Awards to the amount of R5 000.00 were made to Reez Driving School.

Reggae Saunders is a Senior Administration Officer within the Corporate Services Directorate of the Breede Valley Municipality

**FINANCE**

COMMENTS OF MANAGEMENT AND THE AUDIT COMMITTEE ON THE REPORT OF THE AUDITOR-GENERAL						
	COMMENT: MANAGEMENT	ACTION	DATE	RECOMMENDATION/ COMMENT: AUDIT COMMITTEE	RESPONSIBLE	
<b>REPORT ON THE FINANCIAL STATEMENTS</b>						
<b>Introduction</b>						
1.	I have audited the accompanying financial statements of the Breede Valley Municipality which comprise the statement of financial position as at 30 June 2009, and the statement of financial performance, the statement of changes in net assets and the cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes as set out on pages xx to xx.	Not applicable	N/A	N/A	Noted	
<b>The accounting officer's responsibility for the financial statements</b>						
2.	The accounting officer is responsible for the preparation and fair presentation of these financial statements in accordance with Standards of Generally Recognised Accounting Practice (Standards of GRAP) and in the manner required by the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) and, the Division of Revenue Act, 2008 (Act No. 2 of 2008) (DoRA) and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.	Not Applicable	N/A	N/A	Noted	
<b>The Auditor-General's responsibility</b>						
3.	As required by section 188 of the Constitution of the Republic of South Africa, 1996 read with section 4 of the Public Audit Act, 2004 (Act No. 25 of 2004) (PAA) and section 126(3)(a) of the MFMA, my responsibility is to express an opinion on these financial statements based on my audit.	Not Applicable	N/A	N/A	N/A	
4.	I conducted my audit in accordance with the International Standards on Auditing read with General Notice 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement	Not Applicable	N/A	N/A	N/A	
5.	An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.	Not Applicable	N/A	N/A	N/A	
6.	Paragraph 11 et seq. of the Statement of Generally Recognised Accounting Practice, GRAP 1 Presentation of Financial Statements requires that financial reporting by entities shall provide information on whether resources were obtained and used in accordance with the legally adopted budget. As the budget reporting standard is not effective for this financial year, I have determined that my audit of any disclosures made by the Breede Valley Municipality in this respect will be limited to reporting on non-compliance with this disclosure requirement.	Not Applicable	N/A	N/A	N/A	
7.	I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.	Not Applicable	N/A	N/A	N/A	
<b>Opinion</b>						
8.	In my opinion the financial statements present fairly, in all material respects, the financial position of the Breede Valley Municipality as at 30 June 2009 and its financial performance and its cash flows for the year then ended, in accordance with the Standards of GRAP and in the manner required by the MFMA and DoRA.	Not Applicable	N/A	N/A	Noted	

## FINANCE

COMMENTS OF MANAGEMENT AND THE AUDIT COMMITTEE ON THE REPORT OF THE AUDITOR-GENERAL					
	COMMENT: MANAGEMENT	ACTION	DATE	RECOMMENDATION/ COMMENT: AUDIT COMMITTEE	RESPONSIBLE
<b>Emphasis of matter</b>					
	Without qualifying my opinion I draw attention to the following matters	Note that Audit report is Unqualified	N/A	N/A	Noted
<b>Significant uncertainties</b>					
9.	With reference to note 40 to the financial statements, the municipality is the defendant in a number of lawsuits, two of which have been referred for arbitration. The ultimate outcome of the matters cannot currently be determined and no provision for any liability that may result has been made in the financial statements	As it is uncertain whether the lawsuits will be successful, no provision is made. It has however been included under Contingent liabilities as it meets the definition of contingent liabilities in term s if the accounting standard	The final outcome of the lawsuits will dictate.	When finalized	The Audit Committee will monitor the progress of the law suits and expect a regular progress report.
<b>Material losses</b>					
10.	As disclosed in appendix F (unaudited) to the financial statements, water distribution losses of 30.64% (R14 879 668) were incurred during the 2008/09 financial year.	I am in agreement with your findings pertaining to water losses based on "Water Supply" versus "Water Sold".			Noted. The Audit Committee requests that action plans in place be submitted to the committee for notification.
		2. However, the reality within BVM is that much of the "losses" as found in your investigations cannot be considered as such. The reasons for this statement lies in the following :			
		2.1 Most of our parks / POS's are irrigated with potable water (from our municipal potable water network) while no water meters are installed to measure the quantities. As funds become available, BVM is systematically installing underground irrigation systems on parks while at the same time providing water meters at the connecting points. As these installations progress and readings are taken, water "losses" will decrease.	Install meters at connecting points.	When funding become available.	
		2.2 Water supply points in the informal settlements are not metered. Water facilities in such areas are constantly vandalized and large quantities of this unmetered water is lost as such vandalism is rarely reported. Also, the normal usage is to many thousands of users, thus large quantities of water is "lost" as a result thereof. The "formalizing" of informal settlements will gradually solve this problem.	Formalizing of informal settlements.	Depend on funds for actions become available.	
		2.3 More than 2200 municipal rental units simply pay a "flat rate" for water usage. This brings about a large difference between "revenue received for water" versus "actual water usage".	Depends on Council decision on when normal rates will be paid.		
		2.4 Pipe bursts result in a considerable quantity of water loss. To remedy this situation BVM has an ongoing pipe replacement programme (called pipe - cracking) whereby pipes are replaced in the areas where pipe bursts occur most frequently.	Ongoing process		

## FINANCE

COMMENTS OF MANAGEMENT AND THE AUDIT COMMITTEE ON THE REPORT OF THE AUDITOR-GENERAL					
	COMMENT: MANAGEMENT	ACTION	DATE	RECOMMENDATION/ COMMENT: AUDIT COMMITTEE	RESPONSIBLE
	<p>2.5 The average age of water meters throughout BVM is quite high and the relatively high degree of wear on these meters causes more water to pass through the meter than the meter actually registers. Over the last ±4 years BVM has embarked on a "Zone Meter Installation" programme whereby bulk meters are installed that measure the quantity of water supplied to the various zones. These readings are then compared to the sum of the individual erf readings and, by so-doing, the zones where the largest inaccuracies are encountered can be targeted for meter replacements.</p>	Replace meters	When funds become available.		
	<p>3. A Technical Water Meter Repair Team has been established to investigate all water meter problems. Although BVM is holistically attending to virtually all of the causes of water loss (as indicated in 2.1 to 2.5 above), it is obvious that the pace of such implementation is largely determined by the availability of funding. While some of the mentioned water loss control measures are already being implemented, others (eg water meter replacement) will have to remain on the back-ground until proper statistical information has been gained and processed.</p>	Ongoing Process. Gathering information on day-to-day schedule.	Ongoing		
<b>Irregular expenditure</b>					
11.	As disclosed in note 49 to the financial statements, irregular expenditure was incurred in the current year to the amount of R4 753 351 (2007-08: R3 054 501), as a result of deviations from the supply chain management regulations relating to a multi-year contract concluded in during 2006-07. The investigation of this irregularity is still ongoing.	The Investigation has been done and the aspect needs to follow the course of a disciplinary hearing in due course, to finalize the matter.	Disciplinary hearing to take place	By 31 March 2010	The Audit Committee recommends that disciplinary action be instituted against the official who unduly authorized the expenditure and be kept updated with the process of this hearing.
<b>Restatement of corresponding figures</b>					
12.	As disclosed in notes 42 and 43 to the financial statements, the corresponding figures for the year ended 30 June 2008 have been restated as a result of errors discovered during the 2008-09 financial year in the financial statements of the Breede Valley Municipality at, and for the year ending, 30 June 2008 and also as a result of the change in accounting policies arising from the implementation of Standards of GRAP:	<p>As a result of the implementation of GRAP standards certain accounting treatments was necessary and the Financial statements had to be amended to comply with the new accounting standards. Retrospective adjustments to the AFS were necessary as result of change in accounting policies and the implementation of GRAP standards.</p> <p>The amendments have been made and a proper basis has been set for more accurate Annual Financial Statements for the next financial year. The municipality is also in the process of arranging for the updating and skills transfer regarding Case Ware. The municipality hopes to compliment the current capacity of staff in order to constructively deal with the challenges of GRAP in future.</p>	None	N/A	Noted
					CFO

## FINANCE

COMMENTS OF MANAGEMENT AND THE AUDIT COMMITTEE ON THE REPORT OF THE AUDITOR-GENERAL						
	COMMENT: MANAGEMENT	ACTION	DATE	RECOMMENDATION/ COMMENT: AUDIT COMMITTEE	RESPONSIBLE	
<b>Other matters</b>						
<b>I draw attention to the following matters that relate to my responsibilities in the audit of the financial statements</b>						
<b>Material inconsistencies in information included in the annual report</b>						
13.	I have not obtained the other information included in the annual report and have not been able to identify any material inconsistencies with the financial statements.	The annual report has not been finalized at the time of the audit	Annual report to be finalized and submitted to council by 31 January 2010	31 January 2010	The Audit Committee will follow up to see that the Auditor General's Report is adjusted after the Annual Report is submitted.	Manager Performance
<b>Unaudited supplementary schedules</b>						
Irregular expenditure						
14.	The supplementary information set out on pages <b>XX to XX</b> (appendices C to H) does not form part of the financial statements and is presented as additional information. I have not audited these schedules and accordingly I do not express an opinion thereon.	For notification.	N/A	N/A	Noted	
Non-compliance with applicable legislation						
15.	The following instances of non-compliance have been identified during the course of the audit:	N/A	N/A	Noted		
<b>Municipal Finance Management Act (MFMA)</b>						
	Supporting documentation to facilitate the proper management of grants-in-aid to organisations and bodies outside government did not meet the prescripts, as set out in section 67 of the MFMA.	Practical implications experienced with organizations. It will however be ensured that the prescripts of legislation be complied with.	Policy to be aligned with applicable legislation and applied accordingly.	Prior to any further grants in aid allocations	The Audit Committee recommends that the practical implementation of the Grants in Aid policy be discussed at the next Audit Committee meeting and that Internal Audit continuously monitors to see that prescripts are adhered to.	Municipal Manager
<b>Supply Chain Management Regulations</b>						
	Paragraph 6 of the Supply Chain Management Regulations requires the accounting officer to submit reports as to the progress and implementation of supply chain management to the council and/or mayor, as well as making these reports public in terms of section 21A of the Municipal Systems Act, 2000. These reports could not be furnished for audit purposes to confirm whether the above regulation was complied with.	The report was prepared and also submitted for the next council meeting for consideration.	To be submitted to council	Next council meeting	The Audit Committee took note of the capacity issues with regard to the collation of this report and recommends speedy intervention.	CFO
<b>Governance framework</b>						
16.	The governance principles that impact the auditor's opinion on the financial statements are related to the responsibilities and practices exercised by the accounting officer and executive management and are reflected in the key governance requirements addressed below:				Noted	
<b>Key governance responsibilities</b>						
17.	The MFMA tasks the accounting officer with a number of responsibilities concerning financial and risk management and internal control. Fundamental to achieving this is the implementation of key governance responsibilities, which I have assessed as follows:				Noted	

## FINANCE

COMMENTS OF MANAGEMENT AND THE AUDIT COMMITTEE ON THE REPORT OF THE AUDITOR-GENERAL						ACTION	DATE	RECOMMENDATION/ COMMENT: AUDIT COMMITTEE	RESPONSIBLE
No	Matter	Y	N	COMMENT: MANAGEMENT					
<b>Clear trail of supporting documentation that is easily available and provided in a timely manner</b>									
1.	No significant difficulties were experienced during the audit concerning delays or the availability of requested information.	<input checked="" type="checkbox"/>		For notification				Noted	
<b>Quality of financial statements and related management information</b>									
2.	The financial statements were not subject to any material amendments resulting from the audit		<input checked="" type="checkbox"/>	For notification				Noted	
3.	The annual report was submitted for consideration prior to the tabling of the auditor's report.		<input checked="" type="checkbox"/>	For notification				Noted	
<b>Timeliness of financial statements and management information</b>									
4.	The annual financial statements were submitted for auditing as per the legislated deadlines section 126 of the MFMA.		<input checked="" type="checkbox"/>	For notification				The Audit Committee noted the late submission of the financial statements and requests that reporting schedule be submitted to the committee.	
<b>Availability of key officials during audit</b>									
5.	Key officials were available throughout the audit process.	<input checked="" type="checkbox"/>		For notification				Noted	
<b>Development and compliance with risk management, effective internal control and governance practices</b>									
6.	Audit committee								
	The municipality had an audit committee in operation throughout the financial year.			For notification				Noted	
	The audit committee operates in accordance with approved, written terms of reference.		<input checked="" type="checkbox"/>	For notification				The Audit Committee will strive to operate in accordance to the terms of reference as resource allocation will be upgraded and training will be provided.	
	The audit committee substantially fulfilled its responsibilities for the year, as set out in section 166(2) of the MFMA		<input checked="" type="checkbox"/>	For notification				Due to a quorum not being available, few meetings took place. The Audit Committee recommends that vacancies be re-advertised and members be head-hunted if necessary in order facilitate regular meetings in future.	
7.	Internal audit								
	The municipality had an internal audit function in operation throughout the financial year.	<input checked="" type="checkbox"/>		For notification				Noted	
	The internal audit function operates in terms of an approved internal audit plan.		<input checked="" type="checkbox"/>	Audit Plan was approved by the Audit Committee but reporting to the Audit Committee could not take place due to lack of meetings.				Noted	

## FINANCE

COMMENTS OF MANAGEMENT AND THE AUDIT COMMITTEE ON THE REPORT OF THE AUDITOR-GENERAL						
			COMMENT: MANAGEMENT	ACTION	DATE	
			RECOMMENDATION/ COMMENT: AUDIT COMMITTEE	RESPONSIBLE		
	The internal audit function substantially fulfilled its responsibilities for the year, as set out in section 165(2) of the MFMA.	<input checked="" type="checkbox"/>	Internal Audit was unable to complete its Audit Plan due to resource allocation and new methodology and software have been implemented to rectify the situation.			Noted
8.	There are no significant deficiencies in the design and implementation of internal control in respect of financial and risk management.	<input checked="" type="checkbox"/>	For notification			Noted
9.	There are no significant deficiencies in the design and implementation of internal control in respect of compliance with applicable laws and regulations.	<input checked="" type="checkbox"/>	For notification			Noted
10.	The information systems were appropriate to facilitate the preparation of the financial statements.	<input checked="" type="checkbox"/>	For notification			Noted
11.	A risk assessment was conducted on a regular basis and a risk management strategy, which includes a fraud prevention plan, is documented and used as set out in section 62(1)(c)(i) of the MFMA.	<input checked="" type="checkbox"/>	The three year risk assessment and management strategy was not reviewed on an annual basis and a new risk assessment has been initiated by way of a tender process which is currently in process and will be reviewed on an annual basis in future. The fraud prevention plan has been submitted to the Audit Committee and approved. This plan will be submitted to Council.			Noted
12.	Delegations of responsibility are in place, as set out in section 79 of the MFMA	<input checked="" type="checkbox"/>	For notification			Noted
<b>Follow-up of audit findings</b>						
13.	The prior year audit findings have been substantially addressed.	<input checked="" type="checkbox"/>	For notification			The Audit Committee recommends that Internal Audit, as part of its Audit Plan, follows up to see that prior years findings be addressed and reported by respective Directorates.
14.	SCOPA resolutions have been substantially implemented.	Not applicable	For notification			N/A
<b>Issues relating to the reporting of performance information</b>						
15.	The information systems were appropriate to facilitate the preparation of a performance report that is accurate and complete.	<input checked="" type="checkbox"/>	For notification			The Audit Committee recommends that a real effort be made by management to address this non-compliance as a matter of urgency.
16.	Adequate control processes and procedures are designed and implemented to ensure the accuracy and completeness of reported performance information	<input checked="" type="checkbox"/>	For notification			The Audit Committee recommends that a real effort be made by management to address this non-compliance as a matter of urgency.
17.	A strategic plan was prepared and approved for the financial year under review for purposes of monitoring the performance in relation to the budget and delivery by the Breede Valley Municipality against its mandate, predetermined objectives, outputs, indicators and targets section 68 of the MFMA.	<input checked="" type="checkbox"/>	For notification			The Audit Committee recommends that a real effort be made by management to address this non-compliance as a matter of urgency.

## FINANCE

COMMENTS OF MANAGEMENT AND THE AUDIT COMMITTEE ON THE REPORT OF THE AUDITOR-GENERAL					
			COMMENT: MANAGEMENT	ACTION	DATE
			RECOMMENDATION/ COMMENT: AUDIT COMMITTEE	RESPONSIBLE	
18.	There is a functioning performance management system and performance bonuses are only paid after proper assessment and approval by those charged with governance.	☒	For notification		
18.	With the implementation of the Standards of GRAP the municipality experienced difficulties in producing financial statements for audit purposes that were free from material errors and omissions, although not in all instances material. This is indicative of a situation where:		This was only due to the implementation of the new GRAP standards and the various different opinions of treatment of certain standards and transactions.		Noted
	• Ongoing monitoring by the finance department is not effective to assess the effectiveness of internal control over financial reporting.		A proper plan will be implemented to identify any risks that may impact on complete and accurate financial reporting.		CFO
	• Management did not adequately identify risks relevant to accurate and complete financial reporting and actions were not taken to address such risks. These risks should be identified by way of a formal risk assessment process relating to the achievement of financial reporting objectives and/or by implementing a formal and regularly monitored financial management improvement plan, which includes actions to address not only the material findings arising from the prior year's external audit, but also the control and compliance deficiencies identified in that audit. The risk assessment process should inform the agendas of the audit committee and internal audit unit, which are essential elements in the review of the design and.		Further enhancement and implementation of the Case Ware system to ensure Financial Statements that comply with the requirements of GRAP. Further to that the Audit aspects highlighted in the Management report will be attended to for timely implementation of systems to adequately identify possible areas of improvement. Implementation of systems will be the effect out of the above and constant monitoring and control for effective improvement of the internal control system will take place.		
19.	The next few years will pose greater challenges for the municipality with the implementation of additional, approved Standards of GRAP. In order to deal with the prevalence of material misstatements in financial statements that have to be corrected during the audit, the municipality needs to:				Noted
	• develop a strategy to improve financial management controls relating to compliance with accounting standards and reconciliation and maintenance of underlying accounting records, in order to produce accurate and complete financial statements		Systems will be put in place to improve financial management controls relating to compliance with accounting standards and reconciliation and maintenance of underlying accounting records in order to produce accurate and complete financial statements.		CFO
	• produce monthly financial accounts for review by management		Although we are not yet ready to prepare monthly financial accounts, systems will be put in place to eventually accomplish it.		
	• subject the financial statements to a quality review before they are submitted for auditing, while the internal audit unit and audit committee can assist with evaluating the adequacy of the design and implementation of controls around the preparation of the financial statements.		A proper identification of aspects with allocation of responsibility and the compilation and implementation of action plans regarding the outstanding Audit aspects and new GRAP standards will take place for implementation purposes. Case Ware will be enhance to assist with more frequent Financial Statements		
20.	The finance department needs to improve its planning to ensure that the legislative deadline for the submission of financial statements for audit purposes is achieved		The late handing in of financial statements was merely due to the implementation problems experience. The planning to prohibit such a re-occurrence will be done and implemented		Noted
21.	The audit committee and internal audit unit, which are essential elements in the review of the design and implementation of sound internal controls to achieve good governance and accountability over financial reporting, need to be strengthened through support from the leadership of the municipality to fulfill their responsibilities in accordance with the MFMA.		Noted	None	N/A
					Noted
					Municipal Manager

## FINANCE

COMMENTS OF MANAGEMENT AND THE AUDIT COMMITTEE ON THE REPORT OF THE AUDITOR-GENERAL					
	COMMENT: MANAGEMENT	ACTION	DATE	RECOMMENDATION/ COMMENT: AUDIT COMMITTEE	RESPONSIBLE
22.	Actions implemented by management to address the prior year audit findings during the 2008-09 financial year proved to be less effective than anticipated, as a number of those findings recurred.	The findings that re-occur was due to the non-completion of steps that was already in process to attend to the findings of the previous year. The municipality also hopes to ensure through its governance structures to proactively attend to matters of this nature.		The Audit Committee recommends that recurring problems be reported to the committee for consideration	CFO
23.	The completion of the development and implementation of a performance management system that facilitates the preparation of a performance report that is accurate and complete and available for internal and external review in a timely manner, requires urgent attention from the accounting officer with the support of internal audit and the audit committee to ensure compliance with section 40 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA).	A proper assessment has been done to implement a performance management system for the municipality. The system will be implemented during the course of the current financial year with the backup of grant funding from province as already agreed upon.		The Audit Committee recommends that a real effort be made by management to address this non-compliance as a matter of urgency.	Municipal Manager
REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS					
Report on performance information					
24.	I have reviewed the performance information as set out on pages xx to xx.	For notification		N/A	
The accounting officer's responsibility for the performance information					
25.	In terms of section 121(3)(c) of the MFMA, the annual report of a municipality must include the annual performance report of the municipality, prepared by the municipality in terms of section 46 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA).	For notification		Noted	
The Auditor-General's responsibility					
26.	I conducted my engagement in accordance with section 13 of the PAA read with General Notice 616 of 2008, issued in Government Gazette No. 31057 of 15 May 2008 and section 45 of the MSA.	For notification		Noted	
27.	In terms of the foregoing my engagement included performing procedures of a review nature to obtain sufficient appropriate evidence about the performance information and related systems, processes and procedures. The procedures selected depend on the auditor's judgement.	For notification		Noted	
28.	I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for the findings reported below	Noted		Noted	Municipal Manager
Findings on performance information					
Non-compliance with regulatory requirements					
29.	The accounting officer did not ensure that the Breede Valley Municipality has and maintains an effective, efficient and transparent system and internal controls regarding performance management, which describe and represent how the municipality's processes of performance planning, management, measurement, review and reporting will be conducted, organised and managed, as required in terms of section 40 of the MSA	Already attended to under par. 23 above		The Audit Committee recommends that a real effort be made by management to address this non-compliance as a matter of urgency.	Municipal Manager
30.	The Breede Valley Municipality did not appoint a performance audit committee, nor was another audit committee utilised as the performance audit committee, as required by regulation 14(2) of the Municipal Planning and Performance Management Regulations, 2001.			The Audit Committee at its next meeting will discuss the possibility of a joint committee to deal with performance audit matters.	Internal Audit
31.	The Breede Valley Municipality did not develop and implement mechanisms, systems and processes for auditing of the municipality's performance measurement system and whether the system complied with the requirements of the MSA	No performance information could be provided to Internal Audit in order to develop and implement mechanism, systems and processes for auditing of the municipality's performance system. This will be done as soon as the performance system is in place.		Noted	Internal Audit

## FINANCE

COMMENTS OF MANAGEMENT AND THE AUDIT COMMITTEE ON THE REPORT OF THE AUDITOR-GENERAL					
	COMMENT: MANAGEMENT	ACTION	DATE	RECOMMENDATION/ COMMENT: AUDIT COMMITTEE	RESPONSIBLE
<b>No reporting of performance information</b>					
32.	The annual performance report of the municipality, as required by section 121(3)(c) of the MFMA, was not prepared by the municipality in terms of section 46 of the MSA	Already attended to under par. 23 above			The Audit Committee recommends that the Municipal Manager ensures that the necessary steps are taken so that compliance is attained.
<b>APPRECIATION</b>					
33.	The assistance rendered by the staff of the Breede Valley Municipality during the audit is sincerely appreciated			Noted	
<b>The above comments and recommendations were provided by management and the members of the audit committee in Worcester.</b>					
18 January 2010					

## 1. OVERVIEW

The directorate is managed by the Chief financial Officer (CFO) who remains responsible to ensure that the policies, strategies and action plans, as listed below, are successfully implemented and executed by the four section managers and officials allocated to the Directorate. The CFO may however delegate authority to the managers and officials to implement the action plans. This Directorate has a budget of R 49.8 million and a total of 117 employees. The Directorate is accommodated in three office buildings, five decentralised pay-offices and an inventory store. The Directorate further has the following strategic intentions:

### Vision

To be an excellent financial management support service to Breede Valley Municipality.

### Mission Statement

Ensure the efficient, effective and economical management of revenue, expenditure, assets and liabilities of the municipality on behalf of the Breede Valley community.

### Key Performance Areas (KPA's)

The following are regarded as the objectives and KPA's for the Directorate Finance:

- The management of Municipal Revenue through:
  - » Property Valuation;
  - » Meter reading;
  - » Account management; and
  - » Receipting and collection of money.
- Implementation and administration of Supply Chain Management through:
  - » Demand Management;
  - » Acquisition Management;
  - » Logistics Management;
  - » Disposal Management;
  - » Risk Management; and
  - » Performance Management
- The management of Municipal Expenditure through:
  - » Payment of suppliers;
  - » Salaries to personnel;
  - » Cost accounting; and
  - » Vehicle administration.
- The provision of Municipal Financial Planning:
  - » Budget administration;
  - » Compilation of financial Statements;
  - » In Year Monitoring, Reporting and cash flow;
  - » Investment;
  - » Debt (external loans) management;
  - » Capital contract management; and
  - » Asset and insurance management.
- Ensure the fulfilment of other generic management competencies

## 2. CREDIT RATING

The following Credit Rating, that reflects the financial management position of the municipality, has been done by Moody's:

"Breede Valley Municipality's rating is an A3. za national scale issuer rating and reflects the municipality's moderate operating performance in recent years. It's debt burden has increased over the past few years on the back of its strategy to improve service delivery. Future infrastructure investments, especially in water treatment works, will raise the level of bor-

rowing even further, but the debt burden relative to revenue should remain roughly at its current level. The liquidity profile of the municipality is sound, and revenue collection has remained solid, albeit lower than in the past, given the economic recession. The risk profile of the municipality has remained within the parameters required for its current rating, in spite of the higher debt burden and the unfavourable effects of the current recession. However, the credit risk of Breede Valley could be adversely affected if collections, deteriorate in the future. The rating remains supported by the municipality's moderate local economy, which is sustained by the agricultural sector.

### National Peer Comparison

Breede Valley Municipality is positioned roughly in the middle of the 20 local municipalities rated by Moody's in South Africa, whose rating span from Baa2.za to A1.za. Breede Valley's position reflects in high debt level relative to similar-sized municipalities and compares well with other municipalities in the country, in terms of budgetary performance and management. However, it has a somewhat narrow economic base.

### Credit Strengths for Breede Valley Municipality, includes:

- Prudent financial management;
- Moderate and growing local economy;
- Sound revenue collection; and
- Good liquidity position.

### Credit challenges for Breede Valley Municipality, includes:

- Growing population, which is increasing demand of services;
- Relatively low average income in certain areas of the municipality, which increases pressure on service delivery;
- Low-cost housing needs, which are expected to result in ongoing cost pressure; and
- Capital expenditure budget, which is likely to increase debt.

### Rating Outlook

Breede Valley's rating outlook is stable.

### Financial Position and Performance

During 2008, Breede Valley's revenue grew slowly to only R338 Million. The main reason for the slow growth was a reduction in government grants, from R64 Million in 2007 to R47 Million in 2008. Service charges for water, electricity and other services grew by 11% and property rates by 17%, during this period. Breede Valley is primarily responsible for its own revenue, which generates 85% of the total, with the balance coming from the government in the form of capital and operating grants. Operating grants include an equitable share to finance the operating costs of basic services to low-income households, as well as health subsidies. Capital grants are primarily allocated for infrastructure investment, including low-income housing.

The sale of electricity is the most important contributor to the municipalities own source revenue, comprising 34% of total income. A net surplus margin of 10.5% on electricity services is now in line with the industry average, and can be used to subsidise other non-revenue -generating services of the municipality. Property taxes contributed 22% of the total revenue, an increase of 17% from the 11% growth in total expenditure was high than revenue growth and resulted in a smaller surplus of only R15 Million, compared with R49 Million in 2007. However, actual revenue and expenditure were very close to budget, pointing to sound budgetary planning and control.

A breakdown of Breede Valley's operating expenses demonstrates increased focus on the maintenance of existing infrastructure. The cost of repairs and maintenance has in-

creased more than 29%, over the past financial year, comprising 15.7% of total expenditure. This is considered an adequate level of maintenance expenditure, given the maintenance backlogs that developed in the late 1990s, and should prevent material deterioration in the quality of the municipality's assets. Staff and Councillor costs are in line with those of other local municipalities at around 30% of total expenditure.

Operating budget assumptions for 2010 are conservative and tariff increases are limited to 6%, in order to keep municipal services affordable for a large portion of the community, except when a higher increase is justified. One exception is the tariff for electricity, which is expected to rise by more than 30%, following the increase levied by Eskom. However, the increase in total revenue is expected to be less than 10% per annum, over the next three years and revenue should reach R536 Million in 2012. Operating Expenditure will grow at a similar pace, as revenue and surpluses of 2.5% should be realized in the medium-term budget period, ending in June 2012.

#### Debt Profile

Breede Valley's previous conservative approach to capital expenditure has become more aggressive in recent years, as it aims to improve its infrastructure. Aggregate spending on infrastructure was around R225 Million over the past three years. During this time, the municipality increased its interest-bearing debt from R93 Million to R211 Million, raising its debt burden relative to total income in 2006, from 35.5% to 64.32% by June 2008.

The Capital expenditure budget for the four years to June 2012 is ambitious at an aggregate R383 Million. The bulk of the spending, some R233 Million, will be for waste water management, to increase the capacity of water treatment works, which is currently restricting housing plans and other developments in its jurisdiction. The increase treatment capacity should facilitate a number of development projects, including housing projects exceeding 3,000 units (which are expected to expand the municipality's revenue base). The remainder of the capital expenditure will be from government grants and contribution totaling R 125 Million, own revenue sources of R82 Million and additional loans of R175 Million. The additional loans will increase the total borrowing of the municipality to R289 Million by June 2012, taking into account loan redemptions during this period. The growing revenue base should compensate for increased debt and the debt-to-revenue ratio should remain at the current level over the medium term. Although the debt burden will remain relatively high over this period, it should still be manageable. However, the municipality will have to remain vigilant in its stance on revenue collection in order to keep its risk profile within the current rating parameters".

### 3. MANAGEMENT OF MUNICIPAL REVENUES

The main responsibilities of the Revenue section are:

- The monthly municipal accounts;
- Debt collection and credit control;
- Valuations; and
- Debtors management

The revenue section consists of 72 employees which are divided into the following subsections:

- Rates, Refuse, Sewerage and Valuations;
- Water and Electricity;
- Housing and Sundries; and
- Credit Control.

#### Policies

The following policies were reviewed during the financial year and approved by Council:

### FINANCE

- Tariff Policy;
- Property Rates and Valuation Policy;
- Customer Care and Management Policy;
- Debt Collection Policy; and
- Indigent Policy.

#### Debtors Outstanding

The outstanding debtors decreased. (See tables as per note 11 of AFS) Total amount of R 14 210 369 (R 10 334 723 in 2008) was written-off during the financial year.

Average payment percentage	2009	2008
Payment percentage	95.94%	96.76%

The municipality reached a 95.94% debt recovery rate compared to the debts raised for the year.

#### Property Rates

During this period the new valuation roll was successfully implemented. An income of R 71,273 023 (2008 = R 72 176 889) was generated on assessment rates.

#### Valuations

The valuations, as per category, are as follows:

Category:	2009 Amount (R)	2008 Amount (R)
Government	440 105 050	297 302 355
Agriculture	3 336 216 290	1 087 620 892
Municipal	493 179 900	63 891 851
Commercial	1 376 979 200	859 778 145
Residential	5 454 789 230	2 210 090 541
Total	11 101 269 670	4 518 683 784

#### Free Basic Services

Free basic services monthly consisted of the following:

- 6 Kilolitres water to all households and an additional 4 kilolitres for indigent households;
- 50 units electricity to indigent consumers; and
- Percentage rebates on Rates, Refuse, Sewerage and Rent depending on income up to R 2 700.

Total cost of free basic services

Service:	2009 Amount (R)	2008 Amount (R)	% Variance
Rates	792 129	1 525 060	-48.06
Electricity	1 250 273	1 103 665	+11.73
Water	5 023 787	4 771 613	+5.02
Sewerage	3 451 468	2 823 743	+18.19
Refuse	3 253 234	3 002 205	+7.72

## FINANCE

Service:	2009 Amount (R)	2008 Amount (R)	% Variance
Rentals	3 465 596	3 193 009	+7.87
Total	17 236 487	16 419 295	+4.74

### Indigent Consumers

The following applications for indigent subsidies were approved:

Number Indigent:	2009	2008	% Variance
Pensioners	3 080	2 854	+7.36
Unemployed	2 117	1 642	+22.44
Income < R 2 700	1 030	956	+7.18
Total	6 227	5 452	+12.45

### Credit Control

The following actions were taken in the managing of outstanding debts:

	Total 2009	Amount 2009	Total 2008	Amount 2008
Reminders	25 509	63 921 817	25 292	61 927 324
Agreements	3 659	18 790 410	3 177	10 362 035
Summons	2 359	16 601 886	4 544	17 256 470
Attorney Handovers	4	60 580	1 240	8 262 506

## 4. THE MANAGEMENT OF MUNICIPAL EXPENDITURE

The Manager Expenditure remains responsible, as delegated, to ensure that the policies, strategies and action plans listed below are successfully implemented. The Manager may however delegate authority to officials to implement the action plans.

### Core Functions

The purpose of this section is to provide an effective and excellent service to the Directorates by ensuring that employee and councillor's remuneration, creditor payments, allocation of recharges and inventory is done correctly.

### Subsections

The expenditure section consists of 16 employees which are divided into the following sub-sections:

- Employee and Councillor remuneration;
- Cost Accounting and Vehicle Administration; and
- Creditor reconciliation and payments

### Payment of Salaries

The Salary section is responsible for the timeous payment of staff and councillors remuneration on a monthly basis. They ensure the adherence, to the legislative framework with regard to remuneration and they are responsible for the statutory deductions and reconciliation of the salary control votes.

### Costing and Vehicle Administration

The costing section is responsible for calculation of labour, vehicles, machinery and workshop cost tariffs and the accurate allocation of labour, vehicle and machinery and workshop costs as well as the re-allocation of certain other costs to capital projects and other operational votes.

### Payment of Suppliers

This section is responsible for the payment of regular suppliers within 30 days after-invoice-basis and direct payments of ad-hoc suppliers on a daily basis. The section is also responsible for ensuring that due diligence are followed before the processing of any payment.

## 5. THE PROVISION OF MUNICIPAL FINANCIAL PLANNING

The Manager Financial Planning (MFP) remains responsible, as delegated, to ensure that the strategies and action plans listed below are successfully implemented. The MFP may however delegate authority to officials to implement the action plans. The section consists of 10 employees and is responsible for the functions outlined hereunder.

### Compilation of Budget and Financial Statements

Produce a 3 year Budget and compile the Statements of Financial Positions, Statements of Financial performance. The Budget process starts annually in September and is finalised at the end of May of the following year when the final budget must be approved by Council.

### Monitoring of Budget

Revenue raised and spending is monitored on a monthly basis on both the operational and capital budget. Adjustments to the budget is administered and reported.

### Monitoring of Cash Flow

Amounts receipted and payments made are monitored on a daily basis. Cashbook and bank statements are reconciled on a daily basis.

### Investment Management

The investment register is maintained on a monthly basis. Investments are made as surplus funds become available according to the Cash and Investment Policy.

### Debt (External Loans) Management

The debt register is maintained on a monthly basis. Interest and redemption is paid according to each loan agreement.

### Management of Capital Contracts

Payment of certificates in terms of capital contracts is administered.

### Asset Management

Maintenance of the asset register throughout the year. All assets are grouped in asset types in terms of GRAP 17. All movable assets verified is 19 950 (14727 in 2008).

### Insurance Administration

The section is responsible for the administration of claims and reporting of incidents to insurer, internal audit and human resources. A total of 175 (233 in 2008) insurance claims to the total value of R1 957 841 (R 2 350 198 in 2008) were reported during the financial year.

**Reporting on Financial Information**

Monthly, quarterly, six monthly and annually as well as ad-hoc statistical reports are generated and compiled and provided to various stakeholders in terms of the MFMA and on request.

**Compilation of Annual Financial Statements**

Financial statements must be compiled at year-end and finalised before the end of August each year. Audited (Auditor-General) financial statements must be available by the end of November each year.

**Ratio Analysis**

Ratios are calculated to do proper financial analysis

**6. SUPPLY CHAIN MANAGEMENT**

The Supply Chain Management Unit was established on 1 October 2005. The structure of the unit has been approved by Council in November 2007 incorporating the municipal stores (Warehouse) as part of the unit. The Deputy Director Finance (DDF) is responsible, as delegated, to ensure that the Supply Chain Management Policy, as adopted by Council in terms of Section 111 of the Municipal Finance Management Act, 2003 (Act 56 of 2003), is successfully implemented. The functions of the unit are outlined hereunder:

**Demand Management**

Currently the different Directorates, Departments and Sections remain responsible to manage the demand management process, with the assistance from the Specification Officer, according to the supply chain management system as required in terms of the supply chain management policy.

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**Acquisition Management**

The acquisition of goods and services is managed by the unit in accordance with the supply chain management system as required in terms of the supply chain management regulations and policy as adopted by the Council.

**Listing of Accredited Prospective Providers**

The Municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements through written and formal written price quotations. The unit is responsible to keep and update the list by registering qualifying providers when applications are received and the applicant meets the set criteria.

**Written Quotations**

The acquisition of goods and services with a transaction value equal or less than R200 000 inclusive of VAT, as per requisition (demand) from the different departments, is managed by the unit. This entails the issuing of requests to the accredited prospective providers to submit quotes, the evaluation of quotes received in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and applicable legislation, regulations and policies, awarding of the bid and the issuing of an order to the successful provider. The principles of the bid committee system are also applied for the procurement of goods and services within this threshold.

**Orders and Agreements**

After the adjudication is done, an order is issued to the successful bidder or, where an agreement is required, referred to the relevant department to conclude the agreement. The department, originally requesting the goods or service, remains responsible to ensure that the goods or service received/rendered is correct and of good quality.

**Competitive Bids**

Goods or services above a transaction value of R200 000 (VAT included) and long term contracts (contracts exceeding a 12 month period) may only be procured through a competitive bidding process. For this purpose a bid committee system for competitive bids was established and implemented for each procurement or cluster of procurement:

**Bid Specification Committee**

The bid specification committee must compile the specifications and bid documentation for each procurement of goods and services by the municipality. The members of the Bid Specification Committee are appointed from the senior officials in the Department in which the project is vested and include an official from the supply chain management unit.

**Bid Evaluation Committee**

Bids received are evaluated according to the specifications, requirements and points system in terms of the regulations and policy adopted. The members of the Bid Evaluation Committee are also appointed from the senior officials in the Department in which the project is vested. Although an evaluation officer is not appointed, an official from the supply chain management unit is included when the Bid Evaluation Committee is appointed.

**Bid Adjudication Committee**

Adjudication of bids received, taking into consideration the report and recommendations of the bid evaluation committee, are made by the Bid Adjudication Committee. The Bid Adjudication Committee is appointed on a fixed term and consists of the Chief Financial Officer, senior managers and the Head of supply chain management unit. In the event the bid exceeds the threshold of R4 million, increased to R5 million as from 29 May 2008, the Bid Adjudication Committee recommends to the Accounting Officer on the award of the bid.

**Contract Management/Administration**

The management of contracts is divided in two control areas, namely technical and financial control. The technical control is conducted by the relevant receiving department while the financial control, with regard to capital contracts, is performed in the Planning section of the Financial Department. An Accountant (Contract administrator), in the Supply Chain Management Unit, has been appointed in June 2008.

**Logistics (Warehouse Administration)**

This section is responsible for issues such as receipting of inventory, physical control over inventory, economic order quantities, level of investment in inventory, issuing of inventory, identifying adequate provisions for obsolete inventory and the write down of inventory to net realisable value. The level of stock must also be maintained to ensure sufficient inventory is available when required by user departments.

**Risk Management**

Risk with regards to supply chain management, is currently managed and control through a process where a sense of responsibility are installed in officials at different levels in order to perform his/her duties with diligence and responsibility.

**Performance Management**

A performance management system was in process of development and current management practices were used to ensure that officials are motivated to accomplish the set objectives. Monitoring is done on a daily basis on the basis of the output of the officials

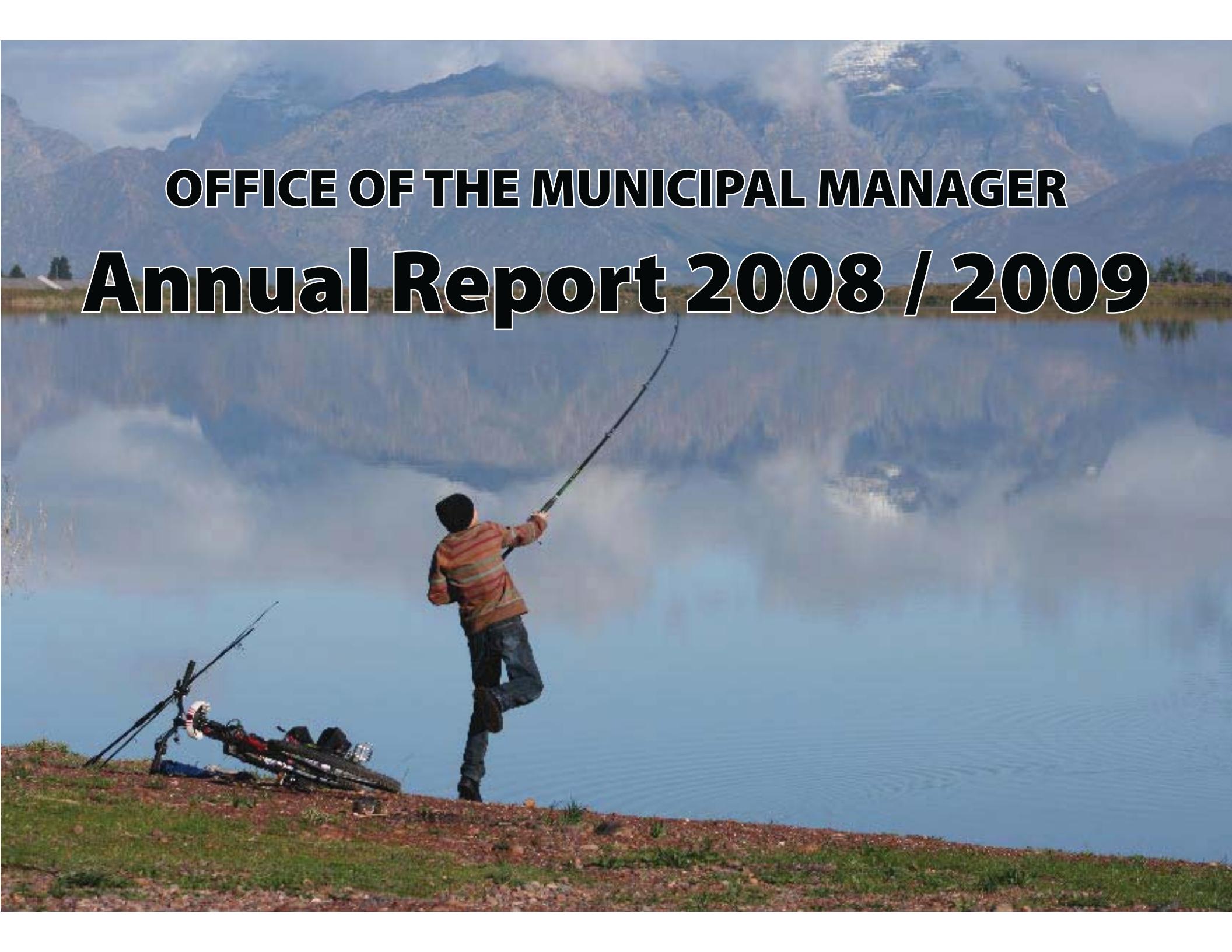
### 7. GOVERNANCE AND MANAGEMENT FACTORS

The fiscal management of Breede Valley reflects good financial management, which has given the municipality a sound financial profile over the past few years. Breede Valley consistently provides highly informative and comprehensive annual financial statements, including balance sheets, which are always independently audited by the Auditor General.

The Municipality's investment policies are in line with the Municipal Financial Management Act, reducing investment risk to low levels. However Breede Valley remains exposed to the volatile interest rate environment in South Africa, which could change borrowing costs fairly rapidly.

Breede Valley is also experiencing a scarcity of technical staff. There are clear attempts to build internal skills levels, as there is an acknowledgement that internal staff and systems for delivery are not sufficient to deliver on the IDP.

D McThomas  
CHIEF FINANCIAL OFFICER

A photograph of a person fishing on a lake. The person is standing on a grassy bank, wearing a striped shirt and dark pants, and is casting a fishing line into the water. Another fishing rod lies on the ground to the left. In the background, there are large, misty mountains under a blue sky with white clouds.

# **OFFICE OF THE MUNICIPAL MANAGER**

# **Annual Report 2008 / 2009**

**Strategic Services & Communications****OVERVIEW**

**Compiled:** Manfred Van Rooyen, **Manager:** Performance Management

The Department: Strategic Services & Communications was established in the third quarter of 2008 and reports to the Office of the Municipal Manager. It comprises the sections OPMS (organisational performance management system), IDP (integrated development plan), communications & marketing, public participation, IGR (inter-governmental relations), policy & research, international relations, CDW (community development workers programme) and special programmes.

The first official staff members were Ms. Hannelie Botha, Officer: Marketing and Promotions, who was previously responsible for the Finance newsletter and Johan Botha, Public Relations Officer whose functions moved from the Department: Administration, Directorate: Corporate Services to centralise and mainstream the communication function under the auspices of the Office of the Municipal Manager.

The first official appointments for the newly established Strategic Services & Communications department were made effective 1 January 2009 and include the following portfolios; viz

- **Manager: Performance Management** Manfred van Rooyen
- **Manager: IDP** Mbulelo Memani (transferred to Financial Services as Manager: Expenditure)
- **Coordinator: Public Participation** Lunga Dyabooi
- **Administrator: OPMS** Jeandré de Kock

These officials are supported by **two community development fieldworkers** (Ms. Pamela Nelani, located at the De Doorns office and Harold Baxter, located at the Worcester offices.) Two fieldworker positions, for Touws River and Zweletemba remain vacant following the resignation of the incumbents.

The team is further strengthened by **nine (9) community development workers (CDW's)**, appointed by the Department: Local government and Housing, who are mainly responsible for mobilisation around public events and special programmes initiated by the Provincial and National government.

The positions of **Business Analyst: OPMS** and **Coordinator: Stakeholder Mobilisation/ Management** remain vacant.

Due to an oversight during the conceptualisation phase of the Department: Strategic Services & Communications no provision was made for a **Driver/Messenger and Cleaner**. These positions are relevant given that the department is accommodated outside the main administration building in Worcester. It is envisaged that the structure will be duly amended in the next financial year.

The department therefore has a total of 6 officials and 11 support officials.

The report will now focus on each individual section that falls under the ambit of the Department: Strategic Services & Communications & Communications

**Organisational Performance Management**

**Compiled:** Manfred van Rooyen, **Manager:** Performance Management

**Introduction**

Breede Valley Local Municipality started with a strategic management process in the second half of 2006. The aim of the process was to develop a strategy for the next five years which is aligned to the requirements identified through the IDP process. This process has resulted in BVM being able to merge the municipality's IDP and its strategy into a single process with a performance management system supporting the result.

This work resulted in the following outcomes:

- an IDP in place that is supported by an implementation strategy for the next five years.
- a restructuring process that will enable BVM to execute its IDP.
- an organisational performance management system in place that measures performance for each directorate at the strategic level.

However the process showed that there are certain areas of concern which if not addressed may invalidate all the work that has been done. The concerns were:

1. Service plans for the various directorates were not aligned to the new strategy.
2. There was a lack of capacity and knowledge with regards to performance management.
3. Individual performance was not addressed.
4. There was a lack of systems to support intervention and to ensure sustainability thereof.

Council then decided to initiate the next phase of the PM process that would focus primarily on the establishment of capacity and to address the concerns mentioned above.

**The Institutionalisation Process**

The main objective was to ensure that there is sufficient capacity and knowledge resident in the municipality to sustain the IDP and performance management process. The rest of the process was to ensure that the IDP and performance management model are structured and aligned to ensure seamless integration into the PM IT system.

More importantly it was mainly aligned to address the people aspects, to ensure understanding and to create buy-in of all stakeholders. This alignment process therefore incorporated people, processes, systems and knowledge, the main ingredients that will ensure success.

The process was done separately for each directorate and consisted of the following phases (see figure below):

1. Development and alignment of service plans.
2. Performance management training.
3. Development of the individual performance management system.



## MM - Strategic Services and Communications

The process started in February 2008 and was to be concluded in June 2008 however, due to circumstances beyond the control of the Municipal Manager and consultant, there were some fundamental changes to the original agreement and the project was only concluded in April 2009. The main reasons for these changes were:

- Changes in BVM Council.
- CWDM's decision to implement SAP as an IT system, thereby not making use of the Microsoft offer.
- CWDM's concern about the intellectual property with regards to Isolomzi (software for OPMS reporting).

These did not only have an effect on the start date of the project, but also on the approach to the modelling of the performance management model.

Following is a short summary of the various phases, the challenges encountered and outcomes achieved.

### Development of SDBIP Framework

This phase was concluded in April 2008 after some delays due to the many public holidays and other work commitments of staff. Additional workshops also had to be planned to complete the development of service plans for some departments. Approximately 130 managers, supervisors and union representatives participated in this phase and the level of understanding with regards to performance management was greatly enhanced.

Disregarding the delay in the process all the objectives set for this phase were achieved. The process demonstrated that broad-based participation is essential to ensure a deeper understanding of performance management thereby assuring long-term sustainability.

The following positive observations were evident during this phase:

- A deeper understanding of what the IDP stands for and what is required of officials to realise its challenges.
- Managers and supervisors were more aware of the value of the municipality's vision, mission and values. Many comments were made that greater emphasis should be placed on "living the Batho Pele values".
- Participants have a better understanding of the requirements of the MFMA and what the SDBIP entails.
- The use of storyboards assisted greatly with the team-based approach to business mapping and problem solving. This enabled the participants to align their KPI's to business processes and activities.
- The process in developing the KPI Dictionary has further aided in creating an understanding of the relationships between the organisation's strategy (IDP) and the work that is required to achieve its goals.

In conclusion, the following words of one of the managers summarises the results achieved at the end of this phase with regards to buy-in and understanding of performance management:

***"I must also add that when working through the dictionary, it tends to make clear the importance of what is hoped to be achieved by this systematic process of refining everything down to nuts and bolts."***

### Finalise SDBIP and Departmental PM Model

The second phase was completed during October 2008 with the main reason for the delay being that it took much longer than expected to finalise the KPI dictionary as more "classroom" time was needed to create a deeper understanding of performance management with regards to the Balanced Scorecard and Strategy Maps. The time was however not wasted and more than 100 managers and supervisors had a deeper exposure to the intricacies of performance management. At the same time issues such as structure and strategic initiatives

were addressed along with the identification of performance targets and action plans. A further reason for the delay is that it was difficult for departments to schedule time due to various reasons, ranging from budget preparation, operational issues and staff unavailability. The consultant was also not available for two weeks due to unforeseen circumstances.

Notwithstanding the delays the performance management project was reaching its most important objective, that of capacity building. A general acceptance and a thorough understanding of the principles of performance management and the benefits of such a system for BVM were being established.

Managers at all levels within the organisation are working together in developing the system and at the same time are addressing the solutions to longstanding challenges within the organisation.

At this stage it was apparent that there were some areas of concern highlighted by the process. These were:

- The total lack of financial and human resources to meet the challenges and needs of the communities.
- The lack of an IT/MIS system to support the OPMS being developed as a decision on Isolomzi has still not been finalised.
- The lack of an internal support structure and staff to execute and sustain the performance management system.

With this in mind it was suggested that the following actions be pursued:

- That a strong emphasis be placed on acquiring funding for all projects identified in the strategy.
- That all posts be filled with capable personnel.
- That the performance management division in the Office of the MM be approved and staffed as soon as possible.
- That a solution and funding be found for a performance management toolset.
- That thought be given to the implementation of an Activity-Based Costing system so that accurate costing information can be gathered to be used for the measurement of efficiency related KPI's.

### Develop Individual PM System

This phase was started in January 2009 and completed in March. Workshops were done with all departments and the KPI dictionary was updated to include the KPI's for all posts in the municipality. Training with regards to individual performance management was also done during the workshops with special emphasis on how it links to the organisational performance management system.

### Training

The final phase to focus on general performance management training was integrated into the process and a process of continuous development was followed. All employees down to supervisor level were trained in the fundamentals of performance management. Due to a performance management support system still not being available at the end of the project it was felt that further training would have very little value and that once a support system was implemented further training will be conducted. The training objectives for the project were however reached in that managers and supervisors have a very sound knowledge of the subject and would be able to ensure the institutionalisation of the system within teams.

### Challenges

In the February 2009 OPMS development progress report the following challenges were highlighted that could have a negative effect on the outcome of the project. They were:

- Structure not finalised
- Lack of PM support system – IT

- Organisational PM system not operational
- OPM Office not operational
- HR system not up to date
- Costing not part of model

Following is the status of the development of the organisational performance management system model and system for this municipality.

#### **Structure not finalised**

All structure aspects have been addressed and both the macro and operational structures will be presented to Council for approval. It should be mentioned that the development of the structure was not a contracted activity. On average, the consultant spent 6 days per department extra to ensure that a structure is defined as the PM system will be dysfunctional without being aligned to a structure which is aligned to achieving the requirements of the IDP. Time was also spent to define the staffing requirements of each department.

#### **Lack of PM support system – IT**

A final decision on the IT solution has still not been taken. This is mainly due to the many public holidays during April and the elections. In principle it was decided that Isolomzi will be used with special emphasis on the capturing of data as it will be able to meet all the capturing requirements. However its reporting capability lacks in some of the requirements needed. The BVM Manager: Performance Management is in the process of finding a solution for this in collaboration with CWDM.

This does however mean that the deadline of having a total system by the end of this financial year may not be reached.

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#### **Organisational PM System not operational**

The PM system has been completed and is packaged in the KPI dictionary, however only the paperwork has been done. The real work of implementation still needs to be done. The following issues were highlighted in the February 2009 report:

- Establishment of the Performance Management Division
- Transforming the Portfolio Committees into Strategic Theme teams
- Identification of PM representatives in the various departments
- Formalising the meeting and reporting structure
- Implementing the individual performance management system

#### **Establishment of the Performance Management Division**

The Performance Management Division has been established but its staffing process has as yet not been concluded. The new staff will have to be trained once appointed. The latter will be done internally.

#### **Transforming the Portfolio Committees into Strategic Theme Teams (STT)**

The main reason for the delay in implementing this was the election.

#### **Identification of PM Representatives in the various departments**

This was initially scheduled for May but subsequently moved to the next financial year; once the structure has been approved.

#### **Formalising the meeting and reporting structure**

This was also scheduled for May and then moved to the next financial year.

#### **Implementing the Individual Performance Management System**

The Individual PM system has been developed and documented. The current job descriptions as described in Task have also been linked and integrated. Each department must now finalise their job descriptions as soon as the structure has been finally approved. This was scheduled to be completed in the first quarter of the new financial year.

#### **Costing not part of model**

A decision on this still needs to be made. The system will never be complete without credible costing information linked to activities and outcomes.

#### **Concluding Observations/Comments**

A major effort and investment has been made to date and all managers and supervisors have been part of the process in some capacity or other. The results of the completed phases are totally theirs and credit needs to be given to them. This would also not have been possible without the energy and passion that the Manager Performance Management has put into the process.

It is important that the outstanding issues are executed without delay otherwise momentum will be lost and the success of the project may be jeopardised. Once that has been done, and with a stable, well-trained PM team in place the system will be sustainable. The next financial year will be used as the year of implementation based on the PM system. It will then be established whether the system is addressing the main reason for having a performance management system – to change behaviours and to achieve results!

**Integrated Development Plan (IDP) Review Process**  
**Public Participation Report**  
**By Lunga Dyabooi**

## 1. PUBLIC PARTICIPATION: INTRODUCTION

Municipalities in South Africa have prepared Integrated Development Plans (IDPs) for their area of jurisdiction in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

The formulation of these plans was a lengthy process necessitating the involvement of various stakeholders as well as interested and affected parties. It was therefore essential that these Plans be formulated in accordance with a business plan, detailing roles and responsibilities, time frames and cost estimates, to ensure that the Integrated Development Plan was properly done.

As far as these business plans for the formulation of Integrated Development Plans are concerned, a distinction can be made between:

**Framework Plans** are to be drawn up at district level to ensure proper coordination and cooperation between the District Municipality and Local Municipalities and alignment of the planning process.

**Process Plans** are to be drawn up by individual local municipalities to ensure proper consultation with local communities, while completing the Integrated Development Plan within a set time frame and cost estimate with dedicated involvement from specific role players in the municipality. It should indicate clearly how the Integrated Development Planning Process will work, who will be responsible for what, time frames and milestones will be set and the budget will be aligned to the programme.

## 2. INSTITUTIONAL ARRANGEMENTS

It is extremely important to define the role and responsibilities of the various parties involved in the Integrated Development Plan (IDP) Review Process at the beginning of the process. This will ensure that the IDP Review Process is finalised within the given time frame and according to the prescribed procedure with wide participation and involvement.

The major role-players in this process are indicated in the organisational structure below:

- Broad Public Sector
- IDP Manager
- Municipal Manager
- MayCo and Ward Councillors,
- Heads of Departments

### Broad Public

The significance of public participation is emphasised in the Municipal Systems Act, 2000 as the foundation for the IDP Review Process. It is the responsibility of the Breede Valley Local Municipality, through the ward councillors and Manager: IDP to ensure that the public is invited to public workshop sessions.

These sessions focused on creating an understanding of the Integrated Development Planning Process. The public also participated in the overall needs assessment.

### IDP Manager

The IDP Manager was special responsible for the management and coordination of the IDP Review Process, with background in developmental planning to ensure that the requirements for the IDP Review Process are met. The manager was also responsible for communicating with the Capewinelands District Municipality, Municipal Manager, was also responsible for managing consultants involved in the process.

### Municipal Manager

The Municipal Manager was responsible for spearheading the IDP Review Process within the Breede Valley Local Municipality and ensuring coordination between councillors, officials and stakeholders in the process as he is ultimately responsible and accountable for the entire IDP Review Process.

### Ward Councillors

Ward councillors are the link between the Breede Valley Local Municipality and the residents. They are therefore responsible for informing residents of the IDP Review Process and encouraging them to participate. They are responsible for attending public workshops and ensuring public participation. They will represent the residents in decisions made by the Council in the IDP Review Process.

### Executive Committee and Council

These bodies remain the decision-making bodies in the IDP Review Process. Although public participation is essential to the process, the Executive Committee and Council are the only bodies able to make binding decisions.

## 3. PURPOSE OF REPORT

The purpose of the report is to provide an overview of the methodology and approach followed in respect of public involvement, stakeholders' roles and responsibilities etc. as outlined in the Process Plan.

## 4. PUBLIC PARTICIPATION

It was agreed at the first engagement between the Public Participation Co-ordinator and IDP acting manager to involve the broad public through conducting sessions throughout the Breede Valley area of jurisdiction, due to the extent and magnitude of the area, the lack of access and public transport and remoteness of some of the settlements.

The Ward Councillors were requested to liaise with their ward committees to ensure that the general public within their respective wards are informed/notified of the public sessions.

### Current Challenges of our Public Participation

#### IDP Representative Forum

While the need for broad public participation in the IDP Review Process is by no means underscored, it is also recognised that a smaller, purpose-made vehicle for more intensive public participation is required. This necessitates the need for constituting an IDP Representative Forum (currently we don't have such a committee).

The IDP Representative Forum will represent the interests of the community. It will provide a vehicle for discussion and communication between all stakeholders. This Forum will be intensively involved in the identification of needs, identification of projects and formulation of the Spatial Development Framework. The Forum will also be responsible for looking the implementation of the IDP Review Process.

#### IDP Steering Committee

This committee would ensure cooperation and coordination within the Breede Valley Local Municipality in the IDP Review Process. The IDP Review Process addresses the full spectrum of local government services and institutional matters and therefore requires involvement from all departments.

The terms of reference for this Steering Committee would primarily be to enable involvement of all Departments and the Executive Committee in the formulation and implementation of the IDP Review Process. This Committee should also ensure the integration of all developmental aspects in strategies and projects forthcoming from the IDP Review Pro-

cess. It would be involved in aligning the municipality's budget to the IDP Review Process.

The Committee would give technical and financial input into the needs assessment, determination of priority issues and proposed projects. It would provide the terms of reference for specific planning and project activities, consider comments and recommendations from the IDP Representative Forum, Provincial Departments, District Council, Service Providers and Consultants. This Committee will also take responsibility for implementing the IDP Review Process as well as monitor and evaluate the outcomes of the IDP Review Process to ensure that implementation targets are reached.

#### **NOTIFICATION**

The general public were informed of the Integrated Development Plan Review Process and requested to participate and voice their needs, concerns and aspirations, through becoming involved as an organised group, stakeholder, interested and affected party. A lot needs to be done to open up a process of registration through a Municipal Data Base for more regular (direct) involvement as part of the Integrated Development Plan Representative Forum.

The following methods were used to inform the public and to disseminate information with regard to the Integrated Development Plan Review Process, viz:

- Public Media (Newspaper Advertisement);
- Flyers were handed to Councillors to distribute through their respective wards;
- Strategic Session with Councillors to equip them with relevant information pertaining to the process, (more needs to be done as it is the responsibility of the councillors to take a leading role during Public Participation), roles and responsibility of various stakeholders; and
- public participation meetings were announced by means of a public address system.

#### **PUBLIC SESSIONS**

20 public sessions were scheduled at different locations throughout the area during August and October 2009 and which Council also approved.

#### **PUBLIC PARTICIPATION OUTCOME**

During the various public sessions held in our Municipality, the background to the Integrated Development Plan Review Process within the context of Local Government Transition was explained, an overview of the current situation (analysis) and Key Issues were discussed as well as the confirmation of the needs. The following needs were confirmed during the sessions as part of the ward analysis. These needs were also prioritised by the respective ward committees as contained in the IDP Review document.

From the above analysis/assessment the needs can be summarised as follows:

- Water;
- Roads;
- Electricity;
- Sanitation;
- Social services and programmes;
- Education;
- Community Gardens;
- Safety and Security;
- Sport and Recreation;
- Fencing of Fields;
- Housing and Land Reform; and
- Cemeteries.

From the public participation sessions, it became evident that access to basic infrastruc-

ture services (upgrade and maintenance) such as water, electricity, roads and sanitation are among the most important issues/needs to improve the daily lives of people in the remote settlements.

Furthermore, needs associated with social development i.e. facilities and programmes, have also been identified as key priorities. These include services and facilities such as:

- Clinics (health care)
- Training Centres/skills development (Youth Development)
- Communication (post and telecommunication)
- Safety and Security
- Sport and Recreation (halls and fields)
- Churches, etc.

The Rural Service Centres (RSC) concept needs to be established as this can assist the communities especially the rural areas such as wards 3, 4, 5, 18, 19, 20. The location of these centres will assist in addressing the much needed services absent in the rural areas.

#### **5. REPRESENTATIVE FORUM AND OTHER STAKEHOLDERS**

The Process Plan needs to allow all interested and affected parties to register as stakeholders onto a database at Breede Valley Municipality.

#### **6. COUNCIL INVOLVEMENT AND ADOPTION**

##### **Involve ment of Councillors**

At the onset of the IDP Review Process, a Strategic Workshop Session will be held on the 12 and 13 of November 2009 with all the councillors to discuss the legislative requirements of an IDP, their role and responsibility as outlined in the Process Plan and the methodology to be used to reach the broad public during our next the public sessions.

Much more needs to be done to involve the ward committees in this process and to identify appropriate areas throughout the Municipality where individual public sessions need to be held.

A session was held earlier on this year with the Executive Committee, during which the results of the Draft IDP Review Process was presented and discussed in detail. Various programmes were discussed in support of the areas of Strategic Intervention. As part of the IDP Review Process, it is necessary to prioritise the individual projects. At this session a number of prioritisation models were presented and discussed.

##### **Steering Committee**

The IDP Steering Committee needs to be constituted to oversee the process and ensure involvement from the various departments on a regular basis, and to obtain relevant input with regards to the status quo situation and project identification. Currently that is not happening.

Lastly a Public Participation Education Workshop needs to be done urgently to avoid protest as this will give our communities a chance to understand municipal processes and policies e.g. third generation of the IDP and other important things.

**Public Relations, Media And Special Events****Compiled:** Johan Botha, **Public Relations Officer**

The main objective of the Communications Section for the period under review was to create an enabling environment for participatory communication in the Breede Valley in terms of

- The Municipality's vision, mission and values
- Section 152(1)(e) of the South African Constitution, 1996 - Objects of Local Government.
- The White Paper on Local Government, 1998
- Sections 16 and 17 of the Municipal Systems Act, 2000 - Development of Culture of Community Participation.

In this regard the following activities were undertaken:

**Public Relations**

- A public participation policy was developed and approved by council
- A media policy was drafted and circulated for inputs
- Regular weekly visits to the local media to maintain an open channel for the free flow of information and to build on a professional relationship with the press and local community broadcaster
- The production of media articles, press releases and comments on enquiries.
- Radio interviews to inform the public on municipal activities – liaison with councillors, officials and the radio station to arrange interviews.
- Media engagements – creating a platform for the media, council and senior officials to meet and network on critical issues.

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**Media monitoring**

- Regular liaison with GCIS and the District Communicators Forum to discuss issues pertaining to communication in the local government context and to give support to government initiatives – imbizo's, national themes and projects such as ID campaigns and voter registration

**Council support**

- Public meetings to inform the community on the IDP and budget
- Liaison with ward committees
- Multi-sectoral meetings in terms of the IDP to obtain input from specialised groupings such as business and the media
- An internal electronic newsletter to report on personnel activity and to instil an *esprit de corps* amongst personnel.
- Development of newsletters for ward councillors
- Respond to public enquiries
- Support to community initiatives e.g. Easter Bazaars and Christmas lights
- Calendar of events displayed on the web-page
- Interventions to resolve disputes
- Public functions
- Training – to equip officials for their task and inform them on the latest developments with regard to policy

**Promotions and Marketing****Compiled:** Hannelie Botha, **Officer: Promotions and Marketing**

During the year under review (on 1 December 2008), the position of Promotions and Marketing Officer was first introduced to the Municipality. It was however not the start of the activities associated with this position. Therefore, this report will account for all activities under this theme.

For a few years now, residents of the Valley have become accustomed to regular issues of "KONTAK" – a newsletter distributed to the public either as a stand-alone publication or as an insert or advertisement into our local community newspaper (the Worcester Standard). During this year, we started to add KONTAK to the accounts being mailed to residents of the Valley – thus having a much larger audience for the information distributed in KONTAK. Although the idea is to have KONTAK attached to the account of each month, some months are not possible.

During the first half of the reporting year, at least 18 editions of KONTAK were published in the Worcester Standard. These included full-page colour advertisements as well as a simple "Good Luck" message from the Mayor to all the learners in the Valley. During the second half of the reporting year, less ads were placed in the Worcester Standard and more KONTAKs were included in monthly accounts.

During April 2009, the only stand-alone KONTAK was published and distributed via the South African Post office. Unfortunately using this method, all residents do not get to see KONTAK, as deliveries are either made to Post Office Boxes or residential addresses. The latter will mean having to print over 30 000 copies – quite an expenditure. The first way of distributing – PO Boxes – has its own limitations as even less residents have PO Boxes.

Thus the decision to add KONTAK to the accounts.

Numerous posters, newsletters (including two for the 2010 Soccer-LOC), flyers, business cards, ID cards for BVM as well as temporary staff were produced during the year. Roll-up posters and big banners depicting the Vision, Mission and Value Statements of the Municipality are being displayed in all the Municipal buildings.

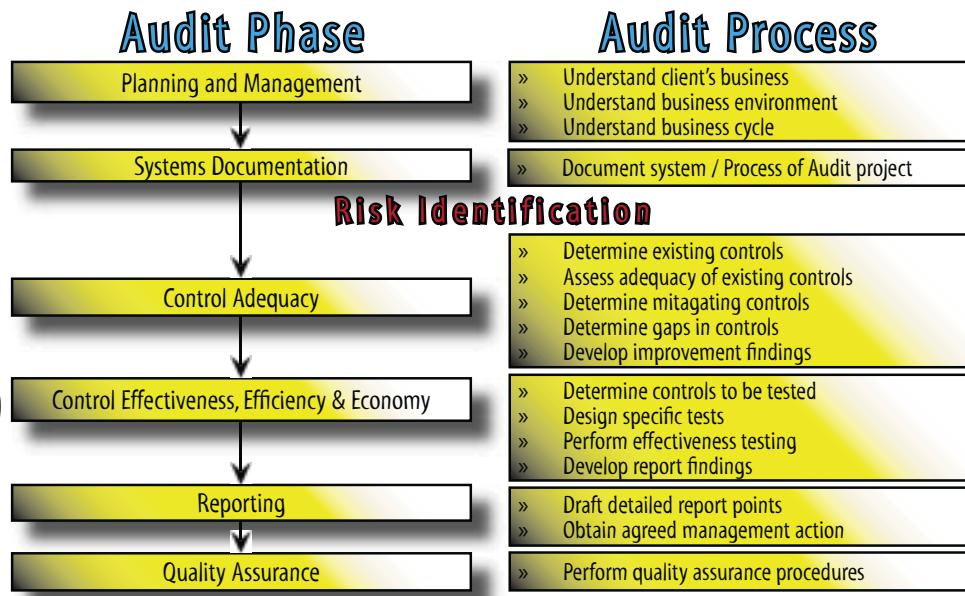
The Breede Valley Municipality does not have a Corporate Image which unfortunately, reflects poorly on the institution. This is a challenge that the Department: Strategic Services and Communications intends to address in forthcoming reporting years.

## MM - Internal Audit

### INTERNAL AUDIT SECTION STRATEGIC ANNUAL AUDIT PLANNING 2008-2009

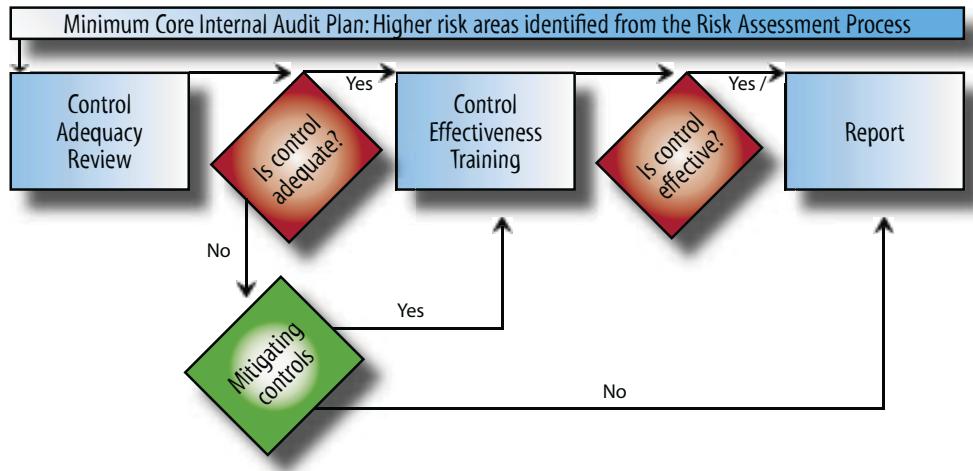
The Strategic Audit Plan sets out the scope, conduct and timing of internal audit work for a three-year period from 2006 - 2009. The current 3 year Strategic Audit Plan which concludes 2008-2009 provides the Annual Audit Plan for 2008/2009. The Strategic Audit Plan is reviewed each year so that it can be amended to reflect changing priorities and meet the emerging needs of Breede Valley Municipality.

#### Audit phase and Audit process



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### OUR APPROACH IN IMPLEMENTATION OF THE ABOVE INTERNAL AUDIT METHODOLOGY DURING PROJECTS



#### High level overview of our approach

In line with our understanding of our requirements, Treasury Regulations (including the MFMA) and prevailing good governance standards, we have tailored a risk based approach designed to provide a high value service specifically designed to meet our needs.

Some of the key objectives identified include:

- Developing a comprehensive internal audit approach with the existing resources
- Perform an organisation wide risk assessment in accordance with good governance standards and leading practice methodologies.
- Devise a comprehensive internal audit plan for the next 12 months and identify areas to be covered over the following 3 years.

In particular, we are of the view that the Auditor-General is a key stakeholder and through our development process, we will ensure that duplication of work is minimised and that a greater degree of reliance may be placed on the internal audit coverage and work performed.

To ensure that we meet Internal Audit's objective of adding value and improving BVM's operations, we propose to develop and agree a 'Value Charter' for Internal Audit. This tailored BVM Internal Audit Value Charter will clearly specify our requirements from our service, the assignment objectives and appropriate performance measurement criteria against which the performance of our internal audit service will be measured.

We will discuss and agree this with appropriate levels of management to ensure a firm understanding of managements key concerns and ascertain risk criteria and business objectives on which the risk assessment and audit planning phases will be based.

## MM - Internal Audit

Our proposed Value Charter is depicted below:

Value Charter			
BVM Agenda	Value Attributes:	Value Measurements:	Value Scorecard:
<ul style="list-style-type: none"> <li>Structured process for ensuring continuous follow-up of corrective remedial action relating to Auditor-General reported items.</li> <li>Sound relationship between internal audit team and all stakeholders' needs to be developed and maintained to ensure an environment conducive to ensuring the success of the internal audit process.</li> <li>Internal Audit work to be relied upon by the Office of the Auditor-General.</li> <li>Prompt communication of audit results.</li> </ul>	<ul style="list-style-type: none"> <li>Alignment of the audit plan to the highest risk processes as they relate to Auditor-General reported issues.</li> <li>Ensure the developed philosophy which is built with our approach is operational.</li> <li>Development philosophy in relation to Auditor-General</li> </ul>	<ul style="list-style-type: none"> <li>Extent of acceptance of our deliverables on all aspects of the assignment.</li> <li>Extent of reliance by Auditor-General.</li> </ul>	<ul style="list-style-type: none"> <li>95 % audit coverage achieved against plan</li> <li>95 % of recommendations accepted by management</li> <li>Continuous &amp; open communication with management</li> <li>Constructive &amp; practical business solutions for improvement</li> <li>Acknowledgement of reliance by Auditor-General in audit reports.</li> <li>No adverse comments by Auditor-General in relation to Internal Audit.</li> </ul>

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### Risk assessment phase

The risk assessment phase is focused on identifying those risks which potentially impair the achievement of BVM's objectives. We will work with management and other key stakeholders to leverage our knowledge of the municipality to establish risk priorities for auditable units. BVM's internal audit methodology shifts the focus of assurance from controls on individual transactions, to controls on business processes, and then assesses risks within those processes.

In undertaking the risk assessment we would give consideration to the following areas:

- BVM's integrated development plan and strategic objectives.
- The issues covered by the reports issued by the Office of the Auditor-General.
- The impact of any pending new legislation on key business processes.
- Outputs from our high-level process walk-through's and discussions with management.
- The appropriate level of interaction with BVM management to consolidate their concerns and facilitate their participation in the risk assessment process.
- Past incidences of fraud or material breakdown in internal control.

Internal Audit will use the outputs from the risk assessment phase to develop a risk based inventory of business processes which we use to define and assign internal audit priorities for BVM's various departments.

The inventory is a graphic presentation of business processes mapped to departments and provides a rapid way to identify points of internal audit focus within BVM.

Audit planning activities will be supported by our extensive knowledge resources that will provide us with innovative and field-tested audit strategies, leading practices, value

ideas and other subject matter expertise.

Our combined methodology will be used to develop a comprehensive 12 month audit plan and three year rolling coverage strategy based on outputs and prioritised according to high risk areas and critical municipal processes.

In undertaking our work we will consider the extent of assurance required after taking into account other internal and external reviews delivered by the Auditor General, internal audit and any other relevant assurance providers over the past twelve months.

The final internal audit plan will be agreed with management prior to submission to the Audit Committee for approval. The three year rolling coverage plan compiled will form the foundation of the execution of the internal audit activities. Having been validated with management, the three year rolling coverage plan is a sound basis for ensuring a cost effective resource utilisation, which is aligned to objectives and addresses the areas which stakeholders and management are most concerned about.

### Execution phase

The execution phase would typically involve the following activities:

#### Validate Initial Scope

- The individual internal audit scope and objectives will be validated and agreed upon prior to commencing the execution of each individual audit assignment. The internal audit scope and objectives would be clearly linked to the risk assessment and internal audit coverage areas as identified in the internal audit planning phase.

#### Assignment Execution

- During audit execution, internal audit will perform detailed reviews of agreed-upon areas and processes to establish the adequacy and effectiveness of current internal controls in place to counter the internal and external risks facing the BVM.
- The execution process facilitates the identification of areas of over- and under-control which potentially results in duplication of effort, fruitless expenditure and uncontrolled exposures.
- Internal audit will communicate risk, control and process issues, and co-develop appropriate corrective action plans with relevant management. Once validated and agreed, formal audit reports are presented for distribution in terms of the pre-agreed communication protocols.

#### Follow-up of corrective action plans

At agreed intervals, internal audit will assess the degree of corrective action taken to satisfactorily resolve previously reported audit issues. Internal audit will communicate the status of corrective action, and develop with management appropriate remedial action plans to satisfactorily resolve previously reported issues. Formal follow-up audit reports are presented for distribution as per the pre-agreed communication protocols.

### Communicating Results

Internal Audit should present to the Audit Committee on a regular basis, the results of internal audit activities that have been performed over reporting periods.

Typically the report should include feedback on the following:

- Status of audit coverage achieved against the plan
- Executive summary of significant issues
- Status of follow-up corrective action
- Significant risk areas identified outside internal audit scope
- Performance results against the Value Charter

### Annual Audit Plan

Internal Audit coverage plan for the period 2008-2009 which was executed based on above Approach and Methodology:

### MM - Internal Audit

Breede Valley Municipality - Annual Audit Plan (2008/2009)			08/09 Hours	Planned	Executed
Pro Audit Process Inputs			200	x	x
Phase 2					
Compiling Strategic Audit Plan			20	x	x
Audit Engagement	Departmental Systems				
Utilisation of Land & Buildings	Financial Services	Supply Chain/Procurement	200	x	x
		Rental Expense	150		
		Buying and Selling			
	Corporate Services	Administration	150		
		Contract Requirements	200	x	x
		Policies and Procedures	100	x	
Planning and Economical Development	Operations	Civil Engineering			
		Graveyards	130		
		Fairbairn Street Asset Control	130		
		Water And Sewerage	130		
		Roads	100		
	Financial Services - Income	Annual Contracts	200	x	
		Completeness of transactions			
		Reconciliations with Operations	200		
Human Resource & Payroll	Corporate Services	Fleet Management	200		
		Employee Files			
		Overtime	100	x	
		Leave	100	x	
		Housing Policy	300	x	x
	Financial Services	Indigent Policy	200	x	x
		Payroll	130	x	
		Deductions	140		
Community Services	Traffic	South African National Standard	100		
		Traffic Services Legislative Compliance	200	x	
		Learner License Testing	100		
		Drivers License	100		

		Personnel		
		Training		
		Fleet and Equipment	100	x
		Traffic		
	Financial Services	Income IDP		
Continuous Auditing			950	x x
Junior Internal Audit Assistance			540	x x
Follow up Audits			200	x x
Ad-Hoc Audits			400	x x
Total Hours			6000	

### **Reporting**

Internal audit has tried to achieve the following:

- At the commencement of each audit, to ensure that we understand the process to be audited.
- We have met with relevant management and staff to discuss the scope and objective of the audit, the specific risks to be addressed and the process to be followed.

These meetings have demonstrated that Internal Audit operates in a participative manner with management and staff, which made people more receptive to our ideas and recommendations.

### **Systems documentation**

During our first audit of each process we have documented the systems and controls for each activity using existing information. The benefit of this is to identify the current practices and to assess if staff truly understand these practices and their purpose. This was an ideal way of assessing the understanding of staff in each of the areas. This has highlighted how much training and ongoing development they require. Where we identified processes where staff knowledge was limited, we have recommended that management spend more time in these areas developing the staff.

### **Control Adequacy Assessment**

In all audits performed we assessed whether the current systems and controls were sufficient to manage the key risks to an acceptable level. This was achieved through comparing current controls to our knowledge database of leading practices.

Part of our process included the assessment of the control environment to ensure cost effectiveness. This involved considering:

- Whether controls existed to minimise the risks.
- Preventative vs. detective controls.
- Computer vs. manual controls

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### **Control Effectiveness Assessment**

We assessed whether the controls are operating as intended. Where they were not practical and meaningful, recommendations have been made to management.

### **In conclusion**

Our focus during reporting and communication for the 2008/2009 financial year was to ensure management and staff understand the key risks and issues, which need to be managed for the audits that have been conducted. One of the requirements of the Institute of Internal Auditors in this regard is to acknowledge satisfactory performance and we have endeavoured to achieve this wherever possible. Through this approach we have tried to ensure that management gained an understanding of the possible effects risks can have on all business processes audited for the year within the Breede Valley Municipality.

## COMMUNITY SAFETY

The Community Safety division of the Breede Valley Municipality is in a consolidation phase in order to deliver more effectively in terms of its constitutional mandate in ensuring healthy and safe communities.

### 1 DEVELOPMENT OF COMMUNICATIONS STRATEGY

The development and research of a Community Safety Communications Strategy is central to this process, advocating well-planned actions aimed at achieving objectives through the use of communication methods, techniques and approaches. To further enhance and enforce more coordination, through the combination of different methods, and tools, to achieve the intended changes or objectives utilising available resources from a range of different role-players.

The KEY MESSAGE in the proposed Community Safety Communications Strategy is the following:

- **Making the Breede Valley safer:** A coordinated approach to improving community safety through multi-agency working and promoting prevention initiatives
- **People, who live, work and socialize in the Breede Valley should feel safe:** Positively promote the Valley and that current and future partnerships are committed to working together to ensure a safer community.
- **Understanding and addressing community concerns:** By listening, acting on information, and reporting back to the community on action taken.
- **Engaging with the local community:** That current and future partnerships commit to the involvement and empowerment of local communities becoming involved in community safety and other important issues, and the
- **Development of inclusive communities in the Breede Valley:** All current and future partnerships to promote tolerance and good citizenship.

#### A Objectives

- Endorsing communication as a priority strategic issue.
- Enabling role players to listen to and learn from citizens and customers.
- Demonstrate commitment to communication with partners, stakeholders and those who live in, work in and visit the Breede Valley.
- Reinforce a commitment to equality of opportunities.
- Providing guidance to all relevant staff, elected representatives and others.
- Support the vision, mission and the values in all initiatives.
- Monitoring through the development of appropriate evaluation tools and performance indicators such as media coverage and surveys.
- Assisting to establish the identity and role of the partnerships in local communities.
- Providing coherent and consistent messages on crime prevention.
- Promoting successful initiatives achieved by local partnerships and negotiations.
- Reaching out to vulnerable groups.
- Promoting partnerships working through two way dialogue with communities.
- Seeking feedback from the public, to make informed decisions.
- Improving communication with key stakeholders.

#### B Principles

- The promotion of open, impartial and honest communication between partners, stakeholders and communities.
- The promotion of quality public services that represent good value.
- Responsive to the needs, wishes and opinions of residents and customers.
- Communication is clear, concise, factual and delivered timeously.

## MM - Community Safety

- To make the best use of new and existing resources for communication.
- Good communication is a priority for the advancement of corporate identity, objectives, community planning processes and effective partnership working.
- Good communication contributes to an increasing understanding and building of local democracy.
- Promoting partnership to co-ordinate the provision of services.
- Ensuring equality for all in the services and information provided.
- Communicate clearly in all we do.

The first phase of implementation will be the convening of a summit with the following Community Policing Forums within the Breede Valley Municipal boundaries:

- Worcester,
- Zweletemba,
- De Doorns,
- Touws River and
- Rawsonville

### 2 SUBSTANCE ABUSE

With the establishment of the Breede Valley Local Drug Action Committee in line with the National Drug Master Plan and the role of Local Government in this regard the Breede Valley Municipality has participated in and supported all the relevant activities and programs.

The Municipality, SAPS and the Department of Education combined efforts to revise and edit the "Innovation for Safety" draft document. It proposes a substance abuse strategy relevant to local conditions, and is in the process of being finalized and distributed for comment.

Emphasis is put on the following:

#### A Prevention

- Prevention in Schools.
- Reaching Youth outside School
- Reaching High-Risk Groups.
- Building Family Bonds.
- Connecting with Communities.

#### B Treatment

- Recommended Treatment Principles.

#### C Law enforcement

- Community Policing
- Problem-Oriented Policing
- Reducing Drug Availability
- Alcohol-Related Approaches
- Alternatives to Incarceration

The strategy entails the following:

#### D Strategic goals and objectives

- Educate and empower residents to live healthy and drug-free lifestyles.
- Develop and maintain a continuum of care - efficient, effective & accessible advice to individuals in need of substance abuse treatment.
- Increase public safety - improve treatment access for offenders - ensure fair and effective

administration of justice.

- Encourage coordinated and focused responses in respect of substance abuse.

#### E Policy and programme priorities

- Reducing prevalence and incidence of substance abuse.
- Reducing the addicted population.
- Reducing drug - related crime.
- Improving co-ordination.

### 3 MOBILISATION OF INFORMAL SPORT

The Informal Sport Sector is currently busy reorganising. The Community Safety Division and the Department of Sport through their fieldworkers is looking at ways to organise this particular sector in view of the important role they play in promoting social inclusion and social cohesion.

The Municipality through the Community Safety Officer is providing support for an innovative initiative by young men in Roodewal Flats playing Touch Rugby every Friday evening. The uniqueness of this initiative is that an open space of land is now utilised constructively by young people. Apart from the traditional saying "Youth against Crime" they recognise:

- that the permanent and sustainable presentation of sports-based programs can assist in the achievement of positive changes in communities.
- increased participation will assist in ways that enhance individual and community development leading to an improved quality of life.

To do this requires clear aims, targets and objectives which are regarded as a prerequisite to motivate for assistance and to impact positively on communities.

#### 1 Aims

- To expand opportunities for participation in sport.
- To address broad issues of social inclusion.
- To contribute to improvement of community fitness and health.
- To use sport to contribute and enhance community development in a sustainable manner.
- To identify talent.

#### 2 Objectives

- To provide specific opportunities for identified groups.
- To enable a more positive relationship with schools and sporting entities.
- To develop out-of-school opportunities; and
- To provide opportunities for coaching education and volunteer development.

#### 3 Targets

- To achieve specific improvements in fitness and health.
- A reduction in criminal behaviour.
- To actively involve members of the community in defining sport development and other relevant local issues.
- To involve the local community in the identification of relevant opportunities to ensure appropriate provision, a sense of ownership, and cooperation which can contribute to the success and sustainable development of the community overall.

**OMBUDSMAN****1 INTRODUCTION**

Since assuming Office one of the major challenges of the Office was to establish a vision and a purpose statement in line with legislation and especially in promoting the objects of Local Government as contained within Section 152 of the Constitution of the RSA.

This specifically relates to the issue of Good Governance which among other things, should be participatory, transparent, democratic and accountable to the programmes and projects designed for the benefit of citizens and stakeholders.

**2 ETHICAL PRINCIPLES****A Independence**

The Ombudsman is independent in structure, function, and appearance to the highest degree possible within the Municipality

**B Neutrality and Impartiality**

The Ombudsman, as a designated neutral, remains unaligned and impartial. The Ombudsman does not engage in any situation which could create a conflict of interest.

**C Confidentiality**

The Ombudsman treats all communications with those seeking assistance in strict confidence, and does not disclose confidential communications unless given permission to do so. The only exception to this privilege of confidentiality is where there appears to be imminent risk of serious harm.

**3 STANDARDS OF PRACTICE****a Independence**

- The Ombudsman Office and the Ombudsman are independent from other municipal entities.
- The Ombudsman holds no other position within the Municipality which might compromise his independence.
- The Ombudsman exercises sole discretion over whether or how to act.
- The Ombudsman may also initiate action on a concern identified through the Ombudsman's direct observation.
- The Ombudsman has access to information in the Municipality, as permitted by law.

**b Neutrality and Impartiality**

- The Ombudsman is neutral, impartial, and unaligned.
- The Ombudsman strives for impartiality, fairness and objectivity in the treatment of people and the consideration of issues.
- The Ombudsman advocates for fair and equitably administered processes and does not advocate on behalf of any individual within the Municipality.
- The Ombudsman is a designated neutral person reporting to the highest level of the Municipality and operating independently.
- The Ombudsman serves in no additional role within the Municipality which would compromise the Ombudsman's neutrality.
- The Ombudsman should not be aligned with any formal or informal associations within the Municipality in a way that might create actual or perceived conflicts of interest for the Ombudsman. The Ombudsman should have no personal interest or stake in, and incur no gain or loss from, the outcome of an issue.
- The Ombudsman has a responsibility to consider the legitimate concerns and interests of all individuals affected by matters under consideration.

- The Ombudsman helps develop a range of responsible options to resolve problems and facilitate discussion to identify the best options.

**c Confidentiality**

The Ombudsman holds all communications with those seeking assistance in strict confidence and takes all reasonable steps to safeguard confidentiality, including the following:

- The Ombudsman does not disclose confidential communications unless given permission to do so in the course of informal discussions with the Ombudsman, and even then at the sole discretion of the Ombudsman.
- The Ombudsman does not reveal, and must not be required to reveal, the identity of any individual contacting the Ombudsman Office, nor does the Ombudsman reveal information provided in confidence that could lead to the identification of any individual contacting the Ombudsman Office, without that individual's express permission.
- The Ombudsman takes specific action related to an individual's issue only with the individual's express permission and only to the extent permitted, unless such action can be taken in a way that safeguards the identity of the individual contacting the Ombudsman Office.
- The only exception to this privilege of confidentiality is where there appears to be imminent risk of serious harm, and where there is no other reasonable option. Whether this risk exists is a determination to be made by the Ombudsman.
- Communications between the Ombudsman and others (made while the Ombudsman is serving in that capacity) are considered privileged. The privilege belongs to the Ombudsman and the Ombudsman Office, rather than to any party to an issue. Others cannot waive this privilege.
- If the Ombudsman pursues an issue systemically (e.g., provides feedback on trends, issues, policies and practices) the Ombudsman does so in a way that safeguards the identity of individuals.
- The Ombudsman maintains information (e.g., notes, phone messages, appointment calendars) in a secure location and manner, protected from inspection by others

**4 TYPE OF COMPLAINTS**

The following is a short overview of the complaints that have been dealt with by the Ombudsman.

- Delays in installation of pre-paid electricity meters
- Ownership of subsidized housing
- Status of residents in Municipal rental units (legal or illegal).
- The state of the Zweletemba cemetery.
- Health and safety hazards of illegal structures.
- Drug selling from properties.
- Conflict between residents making use of basic services (toilets) due to the ineffective marking/demarcation of plots.
- Access to sport facilities (Rawsonville).
- Creation of job opportunities within the Municipality.
- Notices of tenders to Municipal offices outside Worcester.
- Sewerage spills on properties and in streets.
- Customer complaints against unfriendly officials.
- Language barriers in terms of proper communication.

**5 METHODOLOGY IN DEALING WITH COMPLAINTS**

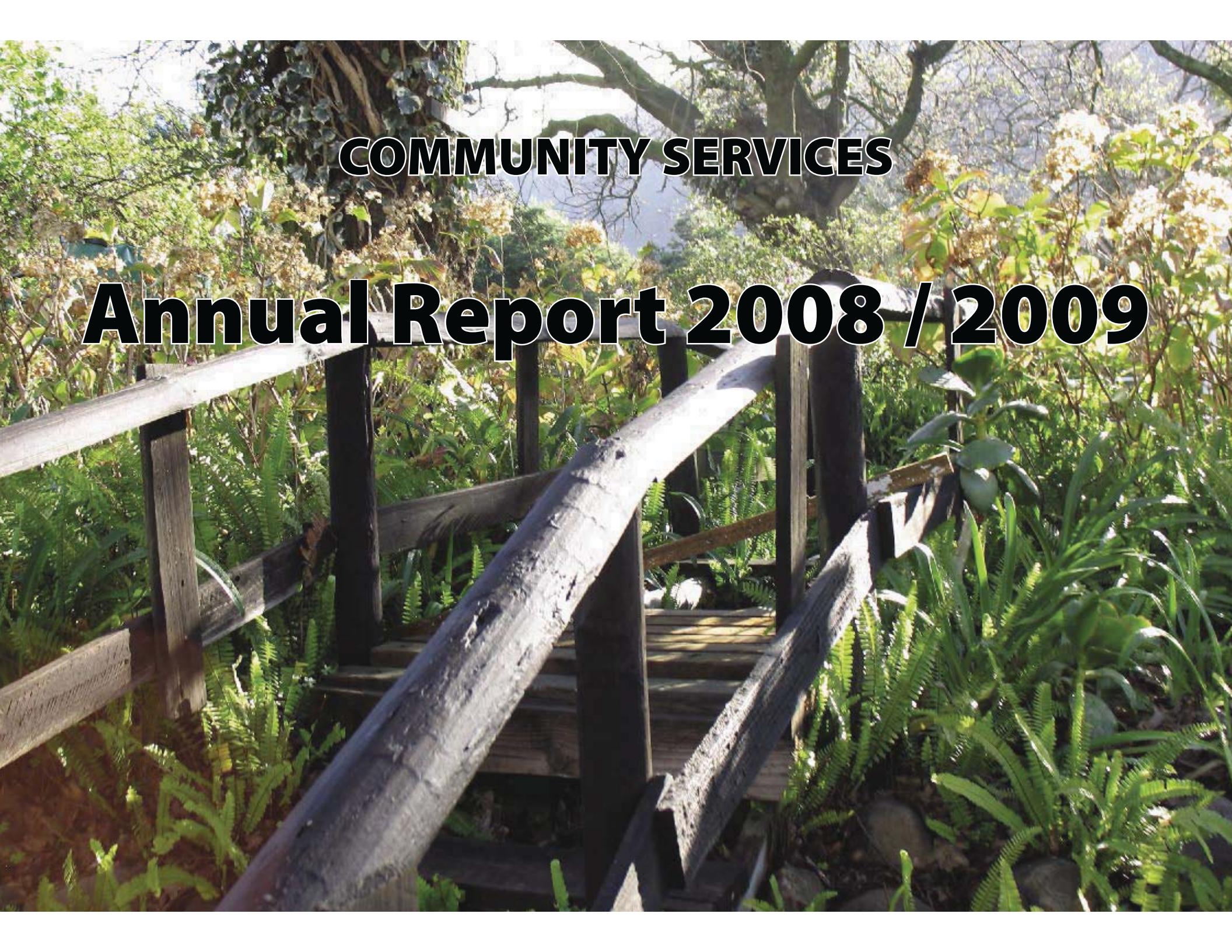
- Independent and impartial.
- To strike a fair balance between what citizens expect from the Municipality and the services the Municipality provides.

- Fairness, commitment, openness, accountability.
- The investigation of all sides of a particular problem, and
- Maintaining a neutral stance throughout investigations and the achievement of solutions which are fair and just.

**6. INITIATIVES**

The following initiatives are under consideration:

- Installation of suggestion boxes at all offices of the Municipality (all 4 towns).
- The development of proper communications between the Office of the Ombudsman and all departments.
- The reinforcement through training of officials in relation to all policies relevant to the Breede Valley Municipality and Batho Pele.
- The development of an investigative template.

A photograph of a wooden bridge made of dark wood planks, with a railing and a central support post. The bridge spans a narrow stream or ravine filled with lush green ferns and other tropical foliage. Sunlight filters through the dense canopy of trees in the background, creating bright highlights and deep shadows. The overall atmosphere is natural and serene.

# COMMUNITY SERVICES

# Annual Report 2008 / 2009

**ARTS, CULTURE & HERITAGE****PREVIEW**

Notwithstanding the limited resources and the fact that the sector is hugely understaffed we thankfully present this report on Arts, Culture and Heritage for the period 2008 – 2009.

New administration posts and budgets should be established to assist with Arts, Culture and Heritage issues as there is a shortage of both human and other resources.

**FUNDING PROPOSAL  
Proposal to Western Cape Department of Sport, Arts & Culture**

A fundamental of the Arts, Culture and Heritage office, is to provide support to disadvantaged artists in the Breede Valley Municipal district, for financial grants for funding. Several requests were made to Government and private sectorial institutions.

In 2008 four groups received funding from the Provincial Department of Arts and Culture. In 2009 four other groups from the Breede Valley received funding from the Western Cape Department of Sport, Arts and Culture, e.g. Zweletemba.

Several disadvantaged groups received financial assistance from the Cape Winelands District Municipality.

**National Lottery**

In 2009 a proposal/application in the amount of R 46 100 200.00 concerning the continued upgrading of the Zweletemba stadium and for a swimming pool in Zweletemba was submitted. We are still awaiting a response from the National Lottery.

In June 2008, the various sub-committees were revived so that financial planning needs for 2009/2010 could be facilitated.

The sector of Arts, Culture and Heritage has managed to utilise the limited budget we got in 2008/09 and events were held in all five towns that constitute the Breede Valley Municipality.

**EVENTS 2008 / 09****Cape Winelands District Municipality 2008**

Individual artists' requests for financial assistance were referred to Cape Winelands District Municipality as the District Municipality only assists the sector with transport. Municipal employees in all towns in the Breede Valley Municipality participated departmentally in a Valentine's Day competition which cost R 1 650,00. The competition was judged by other Government Departments and they announced the various category winners.

**Valentines Day 2009**

Municipal employees in all towns in the Breede Valley Municipality participated departmentally in a Valentine's Day competition which cost R 1 650,00. The competition was judged by other Government Departments and they announced the various category winners.

**Traditional Initiation School 2008**

This custom usually starts in November each year. In 2008 the Directorate: Operational Services assisted the leaders of the different initiation schools to provide the initiates with the necessary requirements they requested from Council. Everything was done in a good order and there were no complaints. In De Doorns and Touws River a water cart was provided..

A working relationship between the Department and the sector of Arts, Culture and Heritage was established. In 2008 a meeting with the surgeons and nurses discussed the handling of the initiates at schools. The discussion was fruitful and a mutual understanding ensured that no fatalities occurred in the Boland region. Customary rules are still applied in the Boland. Elders are very strict when initiates are at the mountain.

**Christmas Lights Festival 2008**

The usual Chrismas Lights festival was cancelled during the 2008/2009 financial year, as the Executive Mayor felt that the available funds should rather be used to assist victims of the floods which occurred at the end of 2008.

**Heritage Day 2008**

In September 2008 the sector hosted Heritage day at the Multipurpose centre in De Doorns and officials from the Provincial Department of Sport and Culture and community representatives from all five towns in the Breede Valley attended in numbers. Cultural groups from all the towns performed and caterers provided traditional food. This successfull event cost R 37 500,00.

**Youth Day 2009**

June 16<sup>th</sup> was hosted in Zweletemba. It was a very successful day. The youth came out in numbers to remember June 1976. The day went off well with young people celebrating the day together. The event cost R 32,000,00.

**Breede Valley Sub – Committees 2009**

The sector of Arts and Culture visited all five towns. The purpose of the visits was to revive cultural structures. We encouraged them to work and assist other groups that are still struggling in the sector of arts and culture. We also encouraged them not to lose confidence.

**Cape Winelands Musician Forum 2009**

I was approached by the Provincial Department of Sports and Recreation to form a Musicians Forum for Cape Winelands. We had two meetings which were unsuccessful but at the third meeting we managed to put a forum in place. This forum deals with musicians only and all musicians encouraged to join and participate.

**Confederation Cup 2009**

The Sector of Arts, Culture and Heritage played a vital role in preparing for the Confederation Cup. We were showing the citizens of the various towns in the Breede Valley that we will be able to organise cultural groups to perform and keep the spectators entertained before matches and during intervals. We hope to increase the support for soccer and intend doing the same during the 2010 World Cup. The community must feel part of the Breede Valley and the youth must be encouraged to participate in soccer events and become future stars.

## COMMUNITY SERVICES - Libraries

**"Madam, a circulating library in a town is an ever-green tree of diabolical knowledge! – It blossoms through the year! – And depend on it, Mrs Malaprop, that they who are so fond of handling the leaves, will long for the fruit at last."**

Lili, renowned author, led the session and valuable input was given towards the content of the encyclopedia. (September 2008)

A Grade 11 Learner from Breërvier High School did community work at Waterloo Library during September 2008. The practical experience formed part of the learner's portfolio for Life Orientation and he was introduced to all aspects of practical library work.

Ten library staff members attended a Biblionef Symposium on 16 September 2008.

The Library Service was invited to display/exhibit the activities of our local Library Service at the Book Festival that was held at Worcester-Oos Primary School from 15 – 17 October 2008.

Ms Gerber was nominated by the Provincial Library Service to attend the LIASA (Library and Information Association of South Africa) conference in Cape Town from 6 – 10 October 2008.

A Regional Library Forum was held at Zweletemba Library on 16 October 2008. A presentation on the value of an educational toy library was done by Ms. Matshikiza and Ms. Knockpaal.

A trial program was started during September and October 2008 and again in February and March 2009, to keep libraries open in Touws River on Saturday mornings. After investigating the circulation statistics and in house usage, it was decided to have Touws River Library open every alternative Saturday from April 2009.

Eight librarians attended a Management and Leadership training workshop in January 2009. The workshop was organized by LIASA.

Four library assistants were nominated to attend a course in Basic computer training from 2 – 19 February 2009.

Librarians from Waterloo, Eseelen and Zweletemba libraries attended a Career Exhibition on 19 March 2009. Valuable information was gathered to disseminate to learners.

Librarians attended performance management sessions during 2008/2009 to develop a system to evaluate performance.

A Regional Library Forum was held at Wolsley Library on 20 May 2009. Interesting library related matters were discussed and representatives from each library attended the meeting.

Five librarians/library assistants visited the Book Fair in Cape Town International Convention Centre on 15 June 2009.

## SPECIAL PROJECTS

A variety of special programs were held during the 2008/2009 period, eg. AIDS awareness sessions, colouring in competitions, holiday reading programs, educational toy library sessions, Women's Day celebrations, story hours, library orientation sessions and information literacy sessions.

The launch of the Hex Valley Wheelie Wagon Project was held on 11 November 2008. The project already has 208 members and an average circulation of 350 items per month.



## GENERAL STATISTICS

### Member statistics

End of June member statistics for the Library Service:

Adults: 23 829 (All members above the age of 13)
Children: 6 766 (All members under the age of 13)
Total: 30 595

### Circulation statistics

An average of 42 000 items were circulated per month between the 7 libraries and 3 community libraries (Wheelie Wagon projects)

Circulation Statistics for June 2009 have increased with 9 077 items in comparison with June 2008.

## PROVINCIAL CONDITIONAL GRANT

The Library Service received an amount of R 741 593 from the Provincial Library Services. The grant was utilised for the salaries for contract positions, staff training and projects like the installation of alarm systems and the fencing/safeguarding of Eseelen and Waterloo Libraries.

Due to some practical problems experienced with the conditional grant funding, a Provincial Library Service meeting was attended by Ms Gerber on 8 December 2008 in Cape Town.

## COMPUTERISATION

KOHA, the library computer program, was fully implemented at Zweletemba Library in July 2008. De Doorns Library was targeted for computerization during 2008/2009 and will be fully implemented during September 2009.

During August 2008 all libraries were connected to Internet and E-mail facilities.

## STAFF

### Staff turnover: during 2008/2009.

Two Library Assistants from Eseelen Library retired at the end of August 2008 and one librarian resigned at the end of June 2009. One Library Assistant from Zweletemba Library was dismissed in August 2008 due to poor discipline and poor work performance.

One Librarian from Waterloo Library resigned at the end of October 2008 and one Library Assistant at the end of January 2009. It was decided not to renew the contract for 2009/2010 of one of the contract Library Assistants.

Due to these retirements, resignations and dismissal, 3 contract workers were appointed in permanent positions, 2 Library Aids were appointed as Library Assistants, 1 new contract Library Assistant was appointed, 1 new Librarian was appointed and 2 new Library Aids were appointed.

The vacancies at Eseelen Library and Goudini Library were advertised during June 2009 but appointments will only be made during July/August 2009.

## TRAINING AND DEVELOPMENT

Ms Gerber and Ms Jorgensen were nominated by the Provincial Library Service to represent all rural libraries in the Western Cape to give input towards a new Afrikaans Children's encyclopedia. The encyclopedia will be published by Jacklin Enterprises. Dawid Van

## **UNIFORMITY IN DIVERSITY ... COURAGE IN ADVERSITY**

### **EXECUTIVE SUMMARY**

Despite the sincere efforts of staff in contributing to the achievement of our selfimposed Departmental vision; the lack of definitive and distinctive Executive Management support over the reporting year in providing the lead and assisting in the resolve of our suspensive state, has created a sense of disillusionment within the Department.

In the reporting year, the Fire & Rescue Service suffered (and continues to suffer) internal haemorrhaging from a lack of all forms of external support. Aside from no initial substantial funding for capital projects; the ongoing lack of funding for staff positions in the Firefighter and Specialist technical posts (such as Training Officer) meant that once again we were stretched beyond our limits in the quest to provide equitable services to all our stakeholders.

## **CHAPTER ONE: SUMMARY OF EVENTS**

### **PART A: NEGATIVES**

#### **A.1 Fire Appliance Accident**

On the 30th August 2008, two firefighters narrowly avoided serious injuries when the fire appliance overturned on the freeway whilst they were responding to an emergency call (from Worcester on the N1) to a reported informal dwelling fire in the De Doorns area. The prevailing severe wind storm and the age of the vehicle were attributing factors in this incident.

#### **A.2 Closure of Satellite Depot**

Due to the vehicle accident, lack of a suitable vehicle and the general state of the satellite depot the satellite fire depot (Facilities Regulations) in Zweeloelemba had to be closed for at least 6 months from August 2008. This was purely an administrative decision. In February 2009, under severe political pressure, the Department was instructed to re-open the depot despite the status quo remaining unchanged.

#### **A.3 Wind Storm - 30th August 2008**

The severe storm experienced on the weekend of the 30th August 2008, proved to be a test of the Municipality's preparedness to deal with such adverse weather. The Emergency Communications Centre was overwhelmed with 1673 reported calls in a four hour period (not counting calls that could not get through). This highlighted the as yet unheeded request for a three (3) year budget to improve our infrastructure capacity for emergency call taking.

#### **A.4 2010 Soccer World Cup - Preparedness**

The Department has raised the issue surrounding the lack of consultation and our involvement in the municipality's bid to host a public viewing area or a base camp for the 2010 FIFA Soccer World Cup. Thus far, whilst a lot of attention has been paid by those involved in engaging those outside the borders of the Municipality, the Department has yet to be consulted on whether we (BvM) in fact meet the technical requirements in terms of public safety and emergency readiness for an event of this nature.

#### **A.5 Fatalities**

During the reporting year, thirteen (13) people lost their lives in reported incidences of fire within the jurisdictional area. This figure is unacceptably high for a municipality of our population size and albeit this Department strives to do our absolute best with our limited

resources, the loss of life cannot be equated to the cost of providing a 'life-saving' service and should serve as a reminder of the dire need to provide equitable Fire & Emergency Services throughout our area and to all our communities.

### **A.6 Economic Loss**

A total estimated R8.6 million damage to property due to fire was incurred in the reporting year. This equates to economic loss due to fire of R23 688 per day or R987 per hour. The true meaning of the effect that this loss has on development potential within the Municipality is often forgotten. Once again, the contextualization of the economic loss must serve as a stark reminder of the urgent need to give attention to the capacitating of fire service delivery for the Breede Valley Municipality and its residents.

### **PART B: POSITIVES**

#### **B.1 Skills Development**

With the invaluable assistance of the Skills Development Facilitator, the Department has been steadily achieving the objectives of its Workplace Skills Plan (WSP). The achievements of our personnel in obtaining specialist skills have placed the Department as the leading (non-metro) Fire Service in the Province. In the reporting year, seventeen (17) members of staff qualified as Rope Rescue Technicians and three (3) members of staff qualified and were accredited as Hazardous Materials Technicians (Hazmat Techs). The latter qualification means that our Service has a total of six (6) accredited Hazmat Techs, more than any other service in the Province.

#### **B.2 Non-Emergency/Fault Reporting Desk**

Using the momentum of the events of the 30th August 2008; the Department finally managed to get the Engineering and Electrical Services Departments to take ownership of their responsibilities and create a separate 24 hour non-emergency/fault reporting desk within their department.

#### **B.3 Telephony: Cost & Efficiency Assessment**

In September 2008, the Department undertook a cost and efficiency assessment of the telephony system. The findings thereof proved that we were paying for a system that was not being utilised optimally and that with a review of our telephone system, we could actually realize cost savings and get a system that could be more efficiently utilised. The end result was that we separated our emergency and administrative lines, got a further incoming emergency line and still managed to realize a substantial saving on our monthly expenditure budget.

#### **B.4 Emergency Communication Centre Capacity**

In November 2008, the Department appointed four (4) more Emergency Communications Operators thus enabling a two person per shift system. The new appointments were given comprehensive training and their professionalism has greatly improved our call taking and dispatch capacities.

#### **B.5 SAEI National Extrication Challenge & Training Event**

For the first time in our service history, a team of six (6) firefighters entered the National Extrication Challenge that was held in Johannesburg. Whilst they did not make the top three positions; their commitment in preparing for the competition and the impact that they made on their debut, supported by excellent team and personal discipline did our Municipality proud.

## COMMUNITY SERVICES - Fire & Rescue Services

<b>B.6 Involvement in Provincial Rationalization of Emergency Services Matters</b>	
The Breede Valley Fire & Rescue Service has taken the leadership role in this regard and currently the Chief Fire Officer serves as the Chairperson for the Western Cape Chief Fire Officers Committee, as one of three Category B Authorised Persons (Section 13: Fire Services Advisory to the Provincial MEC) and also serves on the recently established 2010 Provincial Emergency Management Activities Committee.	08:22
The Deputy Chief Officer is currently a member of the Provincial Chemical, Biological and Radiological Task Team.	07:09
	23:30
	18:00
Rubbish, Grass, Bush	13:34

### B.7 Adjustment Budget (2008/2009)

Following the incident referred to in Part A.1 and the information contained in A.2, the Department (through intense internal motivation to the Municipal Manager) finally managed to get a decent start-up allocation of R500 000 on the Adjustment Budget to upgrade the Satellite Fire Depot into a proper (compliant) Fire Station.

Further allocations of R500 000 to begin work on the planning for a Fire Station in the De Doorns area was also given, as well monies to purchase modern rope rescue equipment. With the exception of the purchase of the equipment which was completed in the 2009/2010 reporting year, the Fire Station projects are expected to only materialize in the 2009/2010 financial year due to the timing of the adjustment budget and the subsequent supply chain process.

### B.8 Major Flood Response- November 2008

The Department's strategic and skills development planning paid dividends when during the floods that occurred in November 2008, our Swift Water Rescue Capacity was called into action and in a period of 2 hours, five (5) persons were rescued in Touws River.

#### Conclusion:

In the preceding Annual Report it was stated: "that the Department is poised on the precipice of collapse should no real commitment to the funding of the Fire & Rescue Masterplan materialize."

Despite the best of our successes and the fact that firefighters daily, without fear or prejudice, lay down their lives in the pursuit of our mandated objectives, this statement still holds true and is an everyday reminder of our current reality and will be so until our capacity to provide an equitable fire & emergency service for all is realized.

## CHAPTER TWO: PERFORMANCE HIGHLIGHTS

### DIVISION: OPERATIONS

The Operations Division is focused primarily on fire suppression, technical rescue, hazardous materials response and urban search and rescue.

Number of Emergency Incidents	518
Estimated Loss in Rands	R8, 646,200
Fatalities	13
Rescues	2
Average Rider Availability (only for Worcester)	39,02%

### DIVISION: FIRE SAFETY & RISK MANAGEMENT

**Section:**  
**Fire Safety**  
The Fire Safety section is primarily responsible for code enforcement, building plan approvals, firefighting water supply audits, permit issuance, emergency plan approvals, MHI review, fire investigation and risk auditing.

Average Attendance Times (in minutes & seconds)	35
Structural Fires	62
Informal Dwellings	77
Motor Vehicle Collisions	12
Special Rescues	120
Rubbish, Grass, Bush	934

**Section:**  
Risk Management functional responsibilities include risk and vulnerability assessments, preparedness planning, community liaison and primary relief.

Number of Vulnerability Assessments	1
Number of Preparedness Plans	1
Number of Operational Risk Visits	256
Number of Fire Hydrants Tested	953

Comment: Through better application of pre-planning and scheduling, Operational Risk Visits have doubled and the number of fire hydrants tested for compliance has increased by almost 160% since the last reporting year.

**DIVISION: TRAINING & SUPPORT SERVICES****Section: Training**

The Training section functional responsibilities include firefighter training & development, public fire & life safety education, pre-fire planning and emergency readiness training.

Number of Pre-Primary/ Primary School Children Trained	440
Number of Large Scale Evacuation Exercises	0
Number of Persons Trained in Commercial Sector	0
Number of households trained in Informal Settlements	10
Number of Staff members qualified in Specialist Skills	23

**Comment:** External training programmes to the private sector and communities continue to fall due to lack of a Training Officer, despite our numerous requests for the funding of the post.

**Section: Support Services**

The Support Services section focuses on emergency communications, fleet management, ICT, asset and inventory control and planned preventative maintenance.

Number of Kilometres Travelled	69438
Vehicle / Equipment Maintenance & Repairs	R463, 923, 93
Fuel Used	R147, 159, 07
Asset Inventory Compliance	99,99%

**Comment:** Maintenance and Repairs costs are higher in this reporting year due to the repair /replacement costs to critical equipment such as the Jaws of Life (extrication set) which due to the high prevalence of accidents on the National Road (N1) compounded by our centralized response means that the Jaws of Life is utilised repeatedly and therefore is prone to tool failure and fatigue.

## COMMUNITY SERVICES - Sport

<b>SPORTS CHALLENGES</b>	<p>From August 2007 until now the biggest <b>CHALLENGES</b> were to:</p> <ul style="list-style-type: none"> <li>Take back ownership of the municipal sports facilities which were run for many decades by volunteers through the SPORTS FORUM.</li> <li>Developing a new FULLY RACIALLY AND GEOGRAPHICALLY representative sports structure to advise the Council on behalf of the sports public</li> <li>Put structures and systems in place that would make the administration of sports facilities possible within a municipal setup and the requirements of the MFMA</li> </ul> <p>The first three challenges were achieved by the end of 2008.</p> <p>Work out a plan of action to provide facilities where they do not exist [as at Rawsonville] and to compliment facilities where they do not meet the demands [as in De Doorns, Zwellendam and rural areas].</p> <p>Significant progress has been made by the end of June 2009.</p>	<p>Put in place a COMMUNICATION PLAN to manage facilities effectively between various directors and departments that have overlapping responsibilities regarding sports.</p> <p>The achieving of this challenge was hampered by:</p> <ul style="list-style-type: none"> <li>the absence of a council- approved macrostructure which includes sport under Community Services,</li> <li>the division of sports facilities administration between two directorates – COMMUNITY SERVICES AND OPERATIONAL SERVICES – with no clear formal lines of communication.</li> <li>Their insufficient human resources within the Sports Administration component to support the effective execution of the various administrative and development functions.</li> <li>The divided line of communication between sports stadium staff at satellite towns , their own office management and the centralised Parks department in Worcester.</li> </ul>	<p>Staffing</p> <p>For almost 16 months the responsibility to plan and structure a Sports Management program was carried by myself and PA Esmerelda Pekur until the development of a fully fledged theoretical framework for sports in the Breede Valley was completed within the PMS design.</p> <p>A MEMORANDUM ON STAFFING CHALLENGES submitted to the Municipal Manager and Portfolio Councillor for Sport had a very positive result in the right direction.</p> <p>The consequent secondment of Mr. Iven Klein will enable the addressing of COMMUNITY SPORTS DEVELOPMENT and INDOOR SPORTS management in areas previously not considered.</p>	<p>A communication plan has been put in place which addresses some of the problems.</p> <p>Win the support of the Sports fraternity in respect of the new measures, especially the introduction of a PAY FOR USE system which had been non-existent excepting for TRACK ATHLETICS.</p> <p>This challenge was partly achieved when RUGBY bought into it as one of the sporting codes asking gate fees and thus having a pool of revenue. Presently all codes and events gaining gate income pay the standard tariffs. Soccer at Eseleinpark only pays the damage and clean up deposit. Schools sports and cricket as well as the rest do not pay.</p>
<b>114</b>	<p>Take back ownership of the municipal sports facilities which were run for many decades by volunteers through the SPORTS FORUM.</p> <p>Developing a new FULLY RACIALLY AND GEOGRAPHICALLY representative sports structure to advise the Council on behalf of the sports public</p> <p>Put structures and systems in place that would make the administration of sports facilities possible within a municipal setup and the requirements of the MFMA</p>	<p>The first three challenges were achieved by the end of 2008.</p> <p>Work out a plan of action to provide facilities where they do not exist [as at Rawsonville] and to compliment facilities where they do not meet the demands [as in De Doorns, Zwellendam and rural areas].</p> <p>Significant progress has been made by the end of June 2009.</p>	<p>Put in place a COMMUNICATION PLAN to manage facilities effectively between various directors and departments that have overlapping responsibilities regarding sports.</p> <p>The achieving of this challenge was hampered by:</p> <ul style="list-style-type: none"> <li>the absence of a council- approved macrostructure which includes sport under Community Services,</li> <li>the division of sports facilities administration between two directorates – COMMUNITY SERVICES AND OPERATIONAL SERVICES – with no clear formal lines of communication.</li> <li>Their insufficient human resources within the Sports Administration component to support the effective execution of the various administrative and development functions.</li> <li>The divided line of communication between sports stadium staff at satellite towns , their own office management and the centralised Parks department in Worcester.</li> </ul>	<p>Staffing</p> <p>For almost 16 months the responsibility to plan and structure a Sports Management program was carried by myself and PA Esmerelda Pekur until the development of a fully fledged theoretical framework for sports in the Breede Valley was completed within the PMS design.</p> <p>A MEMORANDUM ON STAFFING CHALLENGES submitted to the Municipal Manager and Portfolio Councillor for Sport had a very positive result in the right direction.</p> <p>The consequent secondment of Mr. Iven Klein will enable the addressing of COMMUNITY SPORTS DEVELOPMENT and INDOOR SPORTS management in areas previously not considered.</p> <p>A communication plan has been put in place which addresses some of the problems.</p> <p>Win the support of the Sports fraternity in respect of the new measures, especially the introduction of a PAY FOR USE system which had been non-existent excepting for TRACK ATHLETICS.</p> <p>This challenge was partly achieved when RUGBY bought into it as one of the sporting codes asking gate fees and thus having a pool of revenue. Presently all codes and events gaining gate income pay the standard tariffs. Soccer at Eseleinpark only pays the damage and clean up deposit. Schools sports and cricket as well as the rest do not pay.</p>

## COMMUNITY SERVICES - Sport

### NETWORKING / LIAISON

- Sports Forums - Local Sports Forums were established in Touws River, De Doorns, Zweeloeveld and rural areas, Rawsonville and Worcester still need to appoint two people each, to represent the interest of their local sports forum. The local forum will feed information on the sports situation and challenges to the Breede Valley Sports Forum that will be the direct public arm of sports, advising the Municipality on funding and development needs and priorities.
- The Breede Valley Forum automatically becomes an affiliate of the Boland Sports Council.
- Legislation and the Provincial Rainbow paper on Sports.

### NON IMPLEMENTATION OF COUNCIL RESOLUTION ON FACILITIES

#### PAY FOR FACILITIES

- RUGBY - 4 clubs in Worcester pay season fees but none of the other rugby clubs do
- CRICKET - no club pays though the preparation of cricket pitches is the most expensive labour done by Council on any sports field
- SOCCER - no club pays season fees though a damage and cleanup deposit was paid for Eselenpark only.
- SCHOOL SPORTS - they pay for athletics events where they take gate fees but not for any winter sports.

Clubs have been warned that they are contravening the BYLAW ON THE USE OF SPORTS FACILITIES and they will be penalised if they continue to transgress.

### LEGAL MATTERS

With the putting in place of a Sports administration structure and the consequent closer communication between the Municipality and sports clubs, a number of legal hiccups came to the fore:

- people living illegally in Council facilities at De Wet and Boland Park
- outdated contracts totally in conflict with the requirements of the MFMA eg. Golf and Tennis clubs
- people/clubs using Council facilities to enrich themselves eg all sports clubs asking gate money when using our facilities but not paying Council for use of the facilities.
- Council facilities not utilised by sports bodies because of political interference.
- irregularities regarding the sale of liquor on Council property eg. Boland Park
- absence of any MOU or MOA where Government upgraded council facilities with the aim of sharing utilisation of these facilities as at INDOOR SPORTS CENTRE
- Existing contracts totally silent on Council obligations vis a vis income to Council from the use of these facilities as the Tennis clubs and Pool club
- The tug of war between Council and SANRAL on the delay in the restoration of the sports fields at De Doorns East after part of it was used for a foot bridge over the N1.
- The issue of Council responsibility towards privately owned community sports facilities as at Goudini school, Breerivier, de Tuinen and Riverview schools, Touwspark, Overflex.
- The Shooting range also needs to be run on a contract basis after upgrading according to the required SABS standards.

What facilities need to be directly administered by the Sports office and what need to be contracted out is one of the immediate decisions that need to be taken. A lot of considerations need to be taken into account in order to make the best possible decision.

### SPORTS STRUCTURE AGREED ON

To sit at PMS workshops day in and day out, all on one's own to dream and visualise not only a functional structure, but also staff structure, job descriptions, KPIs and KPAs for sports administration in the Breede Valley Municipality, was one of the most difficult but also most challenging tasks.

While other departments had various colleagues sharing and testing information, it was a lonely battle to be the sole sports official. I am proud of the eventual result.

### INDOOR SPORTS CENTRE

The secondment of Mr Iven Klein made it possible to take over the management of the Indoor Sports centre and for the first time revenue from the usage of the facility will be collected by the Municipality.

A special vote number was obtained from our finance department and all monies will be paid into that from 1 July 2009 onwards. Discussions were held with members of the ex-Breede Valley Sports Forum to determine a way of retaining the services of the incumbent centre manager who is on their payroll. In future they will not receive any income from the usage of the centre. This will need to be done in collaboration with the HR and Finance directorates and will need to be endorsed by the Municipal Manager.

### ADMINISTRATION

The absence of an approved sports structure on the municipal organogram hampers the establishment of a budget vote for sports administration.

No money is thus budgeted for administrative expenses, capacity building etc. How do you manage a department without a budget vote?

Ms. Esmereida Pekkeur played a most indispensable supportive role and her wide networking experience and communication skills as well as her willingness to relieve me of the "difficult customers" played a big and significant role in building the sports structure into a respected and well functioning entity.

The PMS exercise to complete a functional Sports Structure for the municipality took a lot of hard and dedicated work and many hours were put into it to eventually come up with a workable structure and attached KPI's.

## 1. INTRODUCTION

Road traffic crashes and fatalities remain some of the biggest challenges facing road traffic authorities in South Africa. It is alarming to note that road crashes are the seventh largest contributor to death in the country and that the World Bank estimates that should nothing effective be done, road crashes will rise to the second largest cause of death in South Africa by 2020.

In the Western Cape Province alone approximately 1 300 deaths are caused by road traffic crashes annually.

In the Breede Valley Municipal area a total number of 577 road traffic crashes were reported of which one was fatal. This shows a reduction of 13.5% compared to the previous financial year. Keeping in mind that the vehicle population in the Breede Valley Municipal area increased by 3.4% over the last three months, this can be recorded as an achievement in the reduction of road traffic crashes.

Since 2008 the Western Cape Province adopted an integrated approach through the implementation of the Road Safety Management Plan. This integrated approach included all Traffic Authorities, Emergency Medical Services and the South African Police Services. The integrated law enforcement approach in itself also contributes to the reduction in road traffic crashes.

## 2. FUNCTIONAL AREAS AND GOALS

The following functional areas and their intended goal should be taken into consideration to enhance service delivery and the ultimate reduction of road traffic crashes and fatalities:

- **Road Traffic Law Enforcement:** To promote law compliance and driver behavior through effective and continuous law enforcement operations.
- **Vehicle Registration and Licensing:** To manage the registration and licensing of vehicles in such a way as to improve quality and service delivery.
- **Vehicle and Roadworthiness Testing:** To manage vehicle roadworthiness testing in such a way as to improve the quality of vehicles on our roads.
- **Testing and Licensing of Drivers:** To manage the testing and licensing of drivers in such a way that driver fitness is improved and service delivery to the community is enhanced.
- **Road Traffic Information:** To obtain, control and analyse road traffic and crash data so that comprehensive reports will compliment law enforcement planning.
- **Accident Investigation:** To obtain, record, verify and control the collection and recording of road traffic crash data to improve and compliment law enforcement planning.
- **Road Safety Education:** To undertake Road Traffic Safety Education programs, projects and campaigns that are directed at all age groups within the various road user groups.

To ensure that the abovementioned functional areas are addressed, the Department is divided into three sections namely Law Enforcement, Licensing and Support Services.

The Law Enforcement section consists of divisions responsible for Traffic- and Traffic related law enforcement, Traffic Offence Systems, Accident Bureau and Traffic Safety Education.

The Licensing section is responsible for driver- and vehicle fitness, registration and licensing of vehicles and technical services (road markings and road signs).

The Support Services section is responsible for providing logistical, administrative and financial support to other sections mentioned above. This section is also responsible for the administrative management of Public Transport.

## 3. LAW ENFORCEMENT

### 3.1 Traffic law enforcement

The main objective of the Law Enforcement section is to enhance the overall quality of road traffic services in the Breede Valley and, in particular, to ensure safety, security, order, discipline and mobility on our roads. This section also stimulates research and monitoring in road traffic matters and effectively utilise its limited resources in order to promote traffic safety in general.



### 3.2 Road Safety Education

The introduction of road safety educational programs in co-operation and with the assistance of other role players such as the Cape Winelands District Municipality and the Provincial Department of Community Safety is high on the priority list of the Law Enforcement section.

## COMMUNITY SERVICES - Traffic

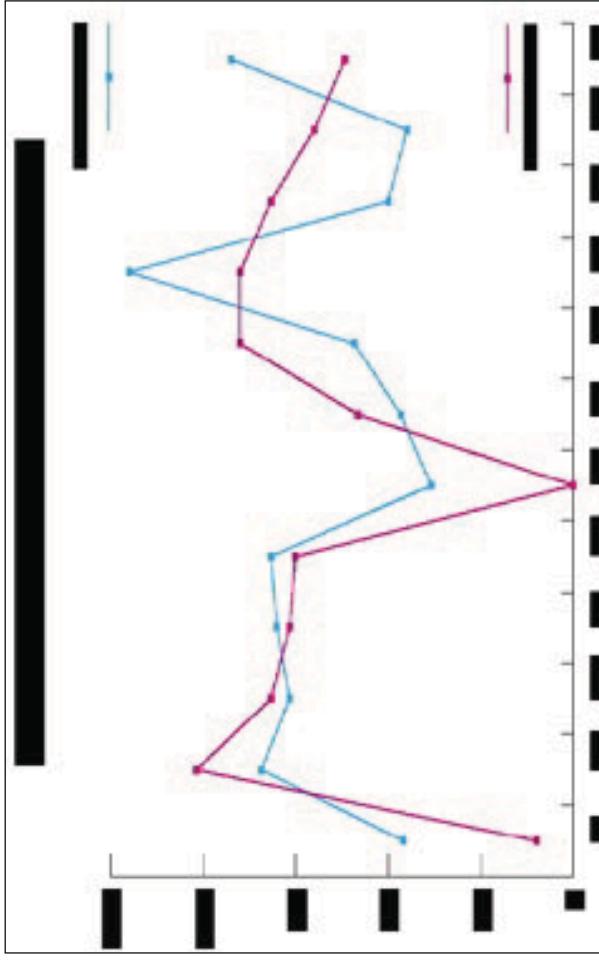
### 3.3 Accident Bureau

In order to ensure that law enforcement activities are directed at and focused on the most critical offences, this section relies heavily on accident analysis and offence monitoring. Although the Accident Bureau division is currently under resourced, it still assists a great deal in informing the law enforcement programs.



### 3.4 Traffic Offence Systems

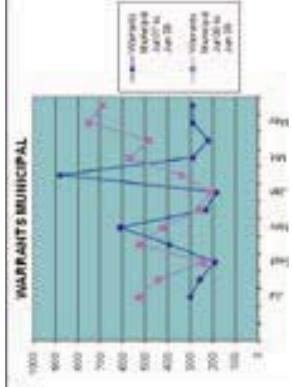
The successful prosecution of traffic offenders is one of the most important processes in ensuring a safe and secure environment for all road users. In this regard the Traffic Offence Systems section followed an integrated approach with the local Magistrates office as well as the office of the Provincial Directorate of Public Prosecutions.



## GRAPH ON FINES PAID

**See TRAFFIC  
GRAPHS & TABLES:  
annexure 1  
for a better view**

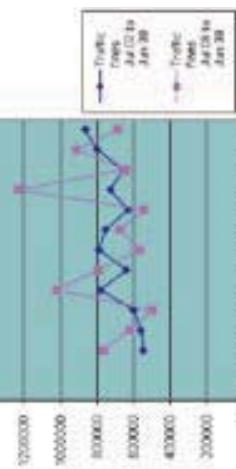
## WARRANTS EXECUTED



## WARRANTS EXECUTED

**See TRAFFIC GRAPHS &  
TABLES: annexure 1  
for a better view**

## INCOME FROM TRAFFIC FINES



## LICENSING SECTION

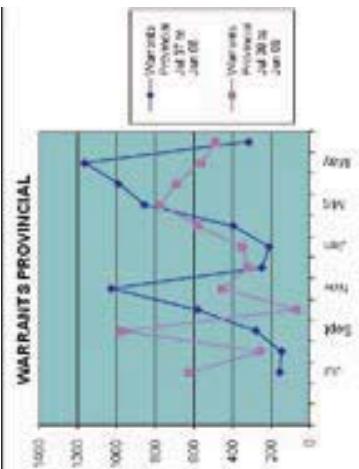
**See TRAFFIC  
GRAPHS & TABLES:  
annexure 1  
for a better view**

## 4.1 Driver- and Vehicle fitness (DLTC &amp; VTS)

Statistics show that  $\pm 90\%$  of all road traffic crashes are caused by human behavior which includes reckless and negligent driving, inconsiderate driving, inconsiderate driving, driving under the influence of alcohol/narcotic substances, excessive speeding and moving violations while  $\pm 7\%$  of all crashes are caused by unroadworthy vehicles.

This information demonstrates the importance of driver and vehicle fitness in the road environment. It is therefore important that the Department effectively fulfils its role and responsibility in the examining of potential drivers for learners and driving licenses as well as the examining of vehicles for roadworthiness,

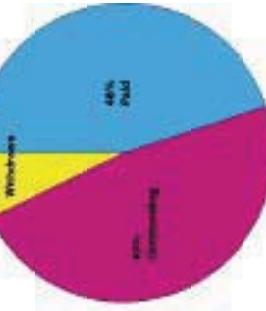
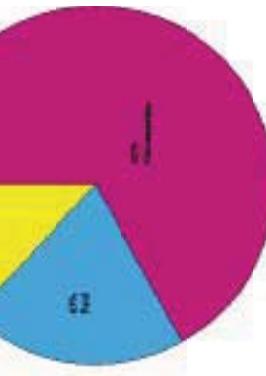
## WARRANTS PROVINCIAL



## 4.2 Motor Vehicle Registration

The number of unlicensed and unregistered vehicles is on the increase although the registration and licensing of vehicles are directly linked to vehicle sales in the province.

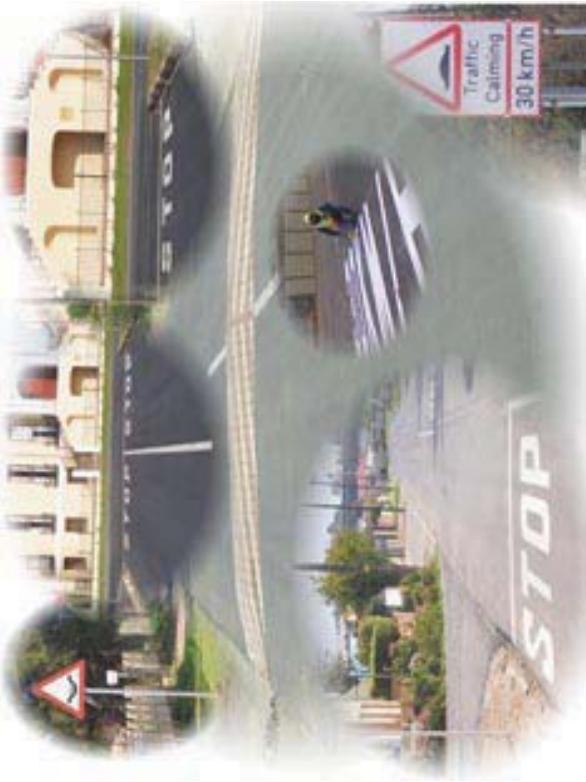
As in the case of the examining of drivers and vehicles for fitness, the Department is also performing the registration and licensing of vehicles on an agency basis on behalf of the Provincial Department of Transport and Public Works.



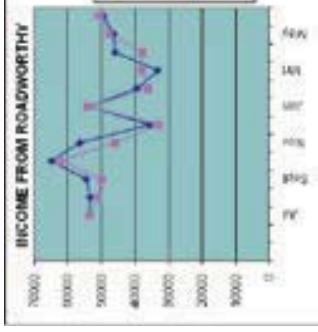
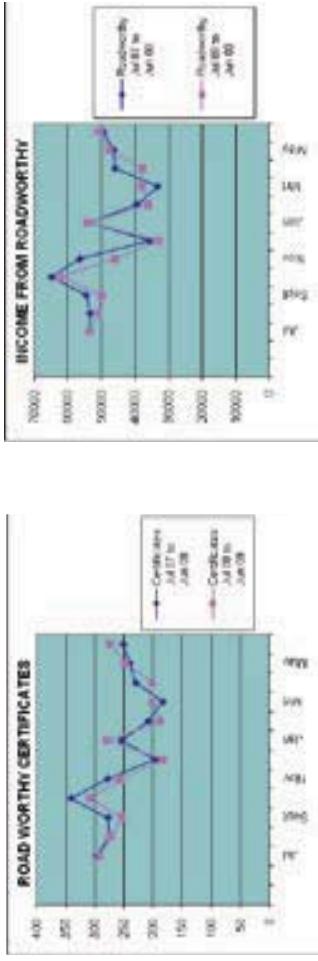
## COMMUNITY SERVICES - Traffic

### 4.3 Technical Section

Although the road environment contribute only  $\pm$  3% to road traffic crashes, it is important that road users are well informed through proper road markings and road signs and that speed calming be introduced where necessary. The Technical division therefore plays an important role in ensuring a safe and secure environment for road users.

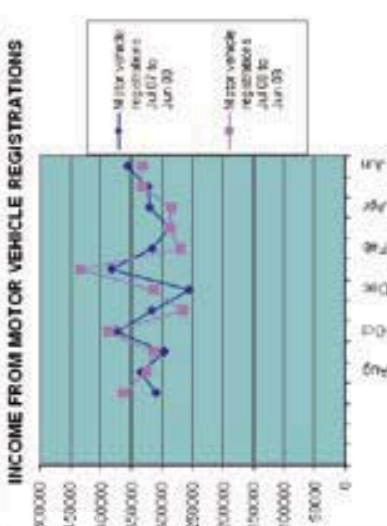
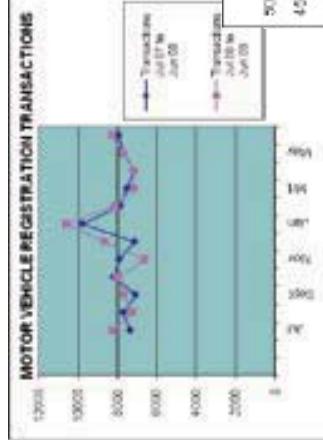


### GRAPHS ON VEHICLES EXAMINED AND INCOME



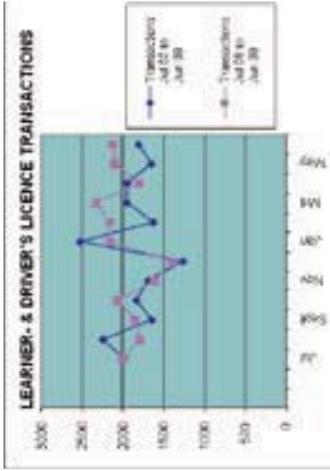
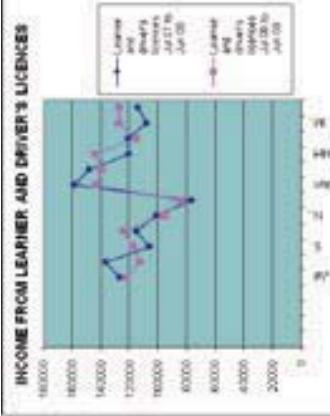
**See TRAFFIC GRAPHS & TABLES:annexure 1**  
for a better view

### GRAPHS ON VEHICLES REGISTERED AND LICENSED AND INCOME

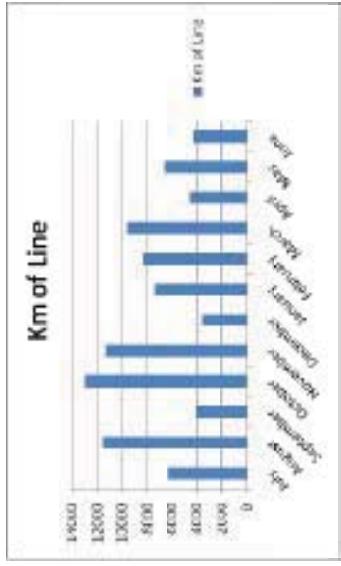


The graphs below provide statistical information on all divisions in the Licensing section:

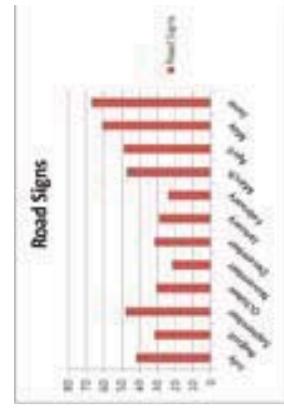
### GRAPHS ON LEARNERS AND DRIVERS EXAMINED AND INCOME



## GRAPH ON METERS OF ROAD LINE PAINTED



## GRAPH ON NUMBER OF ROAD TRAFFIC SIGNS ERECTED.

See TRAFFIC  
GRAPHS & TABLES:  
annexure 1  
for a better view

## GRAPH ON NUMBER OF STREET NAME SIGNS ERECTED.

See TRAFFIC GRAPHS & TABLES: annexure 1  
for a better view

## 6. SWOT ANALYSIS

## 6.1 Strengths

- Integrated law enforcement strategies, the engagement and involvement of other role players with regard to road safety projects and activities played a major role in the reduction of road traffic crashes.
- The Department has got the technological capacity such as speeding equipment and computer hardware and software to compliment law enforcement activities.
- The Department has well trained and equipped administrative personnel who contribute largely to the effectiveness of the different sections.
- The Department has a grade A Vehicle Testing Station which meets the demand of motorists in the area.

## 6.2 Weaknesses

- The Department introduced a sector traffic policing system which is meant to enhance visible policing in all areas including De Doorns, Touws River and Rawsonville. Due to a serious shortage of patrol vehicles, sector policing does not deliver the expected results. Traffic officials are currently performing patrol duties with up to four officials per vehicle which really hampers effective service delivery.
- The shortage of vehicles is made worse by the shortage of qualified traffic officials to cover the Breede Valley patrol area of 520km.
- The increasing demand for the maintenance of road signs, road markings and speed calming also places pressure on the limited human resources at the Technical Section.

## 5. SUPPORT SERVICES

- The Support Services section of the Department plays an important role in the functioning an effectiveness of other sections.
- This section provides logistical, administrative as well as financial services support to the Law Enforcement and Licensing sections at the Department.
- The Support Section is also responsible for the administrative management of public transport and functions in close co-operation with the Provincial Operating Licenses Board (POLB) and all Taxi Association within the Breede Valley Municipal Area.

Over and above other responsibilities, the section paints ±8 km of road markings and erects ± 35 road signs per month throughout the Breede Valley Municipality.

### **6.3 Opportunities**

- The Department engaged in a partnership with the local radio station in an attempt to enhance traffic safety, inform the community about the different services offered by the Department and to promote the Department in general.
- The process for the implementation of a parking management system is in an advanced stage and will promote the effectiveness of parking in the Worcester CBD area.
- The process for the establishment of a Municipal Court has already started and an official application was submitted through the office of the Chief Magistrate in Worcester.
- After months of deliberation and consultation with taxi associations, a taxi liaison committee was established where all transport related issues are being discussed.
- In order to ensure that traffic violations in the public transport sector are addressed effectively, a law enforcement task team was established.
- An application for the opening of a Driving License Testing Centre (DLTC) for De Doorns has already been submitted with the Department of Transport and Public Works and it is expected that approval will be granted before December 2009.
- The opening of the DLTC in De Doorns will ensure that the service is taken closer to the community

### **6.4 Threats**

- Over the past few years the shortage of office space has been reported at various forums and it is unfortunate to report that the situation has worsened. Needless to say that this situation has a negative impact on the morale of staff members and ultimately on service delivery at the Department.
- The maintenance on the building is almost non-existent.
- The shortage of cashiers and the outlay of the pay points impacts negatively on service delivery and causes delays in the waiting period and transaction time.

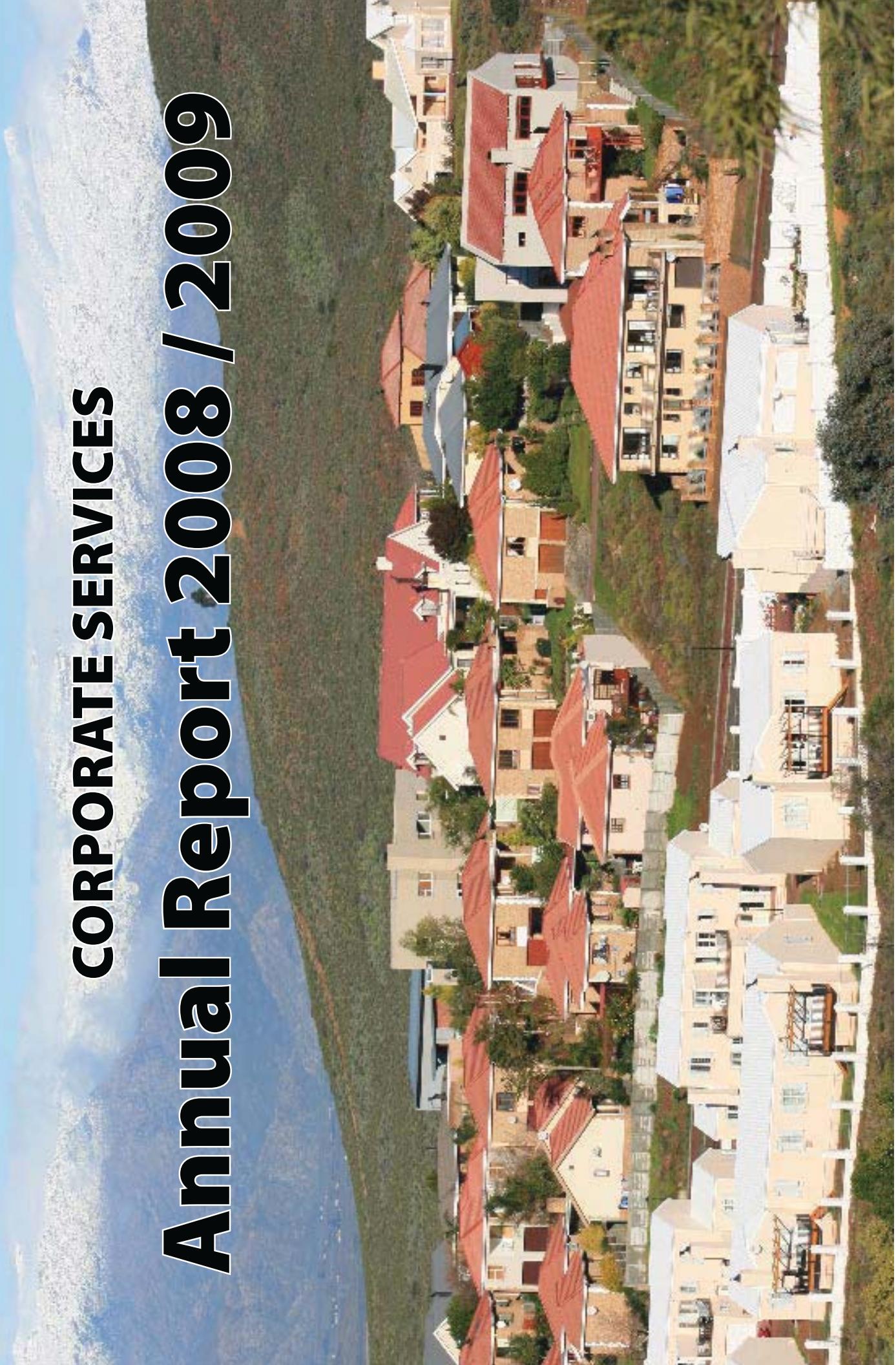
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### **7. CONCLUSION**

- Although the Department is faced with challenges, it still managed to deliver an effective and efficient service to the community.
- The Department is doing its best to manage the limited resources in such a way that services to the community are not compromised in any way.
- Our sincere thanks and appreciation to all the staff members of the Department for a years hard work.

**CORPORATE SERVICES**

**Annual Report 2008 / 2009**



## CORPORATE SERVICES - Administration

### CORPORATE SERVICES

#### OVERVIEW

**Introduction** The Corporate Services Directorate comprises several professional support service departments. The departments are the following:

- Administration
- Corporate Support
- Housing Development and Projects
- Human Resources
- Information Communication Technology
- Legal Services
- Local Government Mandate

#### MANAGEMENT:

Director: Mr. M.K. Gagu

SUB-DIRECTORATES	MANAGER
Administration	Mr. J.J. Damens
Corporate Support	Mr. G. Greenhalgh
Housing Development and Projects	Mr. X. Fula
Human Resources (HR)	Mr. J. France
Information Communication Technology (ICT)	Mr. A. Versfeld
Legal Services	Mr. A. Joseph

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Corporate Services directorate strives to be a strong, reliable source of support to the organisation. We are still striving to maintain this high level of commitment to the institution so that it is able to carry its mandate as set out in the Constitution of the RSA. The directorate derives its core existence from this mandate.

Constitution RSA Chapter 7 Sect. 152

- Democratic and Accountable Government (Provide)
- Basic Services (Ensure provision)
- Social and Economic Development (Promote)
- Community involvement in Local Government Affairs (Encourage)
- Safe and Healthy Environment (Promote)

#### ADMINISTRATION

##### Introduction:

The Administration Department is, as is the entire Breede Valley Municipality, still caught up in a process of internal transformation, with a view to align and re-align itself with its mandate and vision, so as to be able to better and more efficiently respond to the needs of the community we serve. For the administration department, this process is heading in the direction of a name change to be known as the Department: Logistical Services, responsible for Property Management; Fleet Management; Cleaning Services; Building Maintenance, Customer Care, Security Services, Language (Translation) Services and Permit Administration.

#### Major Objectives

- To promote Democratic and Accountable Government
- Administration governed by the democratic values and principles enshrined in the Constitution (Chapter 10, S 195) and the objectives embodied in S 6(2) of Local Government: Municipal Systems Act, 2000 (Act 32/2000)

#### Macro-structure

In support of our vision and strategies the Department: Administration Services consists of the following Sections:

## CORPORATE SERVICES - Administration

FUNCTION	LINE FUNCTIONARY
Management and Co-ordination, Administration of Satellite Towns, Dashboard, Capital Projects, and Budget Management.	Manager: Admin: Mr. J. J. Damens
Property Administration and Sales	Senior Admin: Mr. P.Nel
Security and Cleaning Services, Fleet Management, General Administration and Building Maintenance	Senior Admin: Mr. R. Saunders
Translation Services	Admin Assist: Mrs. N.Mapua

### ADMINISTRATIVE SERVICES

The Administrative Services Department is responsible for the following functions:

- Administration of Satellite Towns, Rawsonville, De Doorns and Touws River
- Switchboard
- Capital Projects (Council Buildings)
- Directorate Budget Management
- Property Administration and Sales
- Security and Cleaning Services (Logistics)
- Directorate Fleet Management
- General Administration
- Building Maintenance
- Translation Services

#### 1. Security and Cleaning Services

- This section consists of only 16 officials (1 Administrative Officer (Vacant), 1 Supervisor, 2 Team Leaders, 2 Night Watchmen, and 11 Cleaners)
- The night watchmen are responsible for the safety and protection of the main offices of the municipality, after hours.
- The rest of the staff are responsible for the daily cleaning of the municipal buildings and preparation of municipal halls for functions and meetings.
- The security of all municipal buildings and cash in transit has been outsourced to private security companies. The Administrative Services Department manages the contracts. Due to several complaints about the service and change in operational needs and requirements, the security services contract will be changed in the following financial year.

#### 2. Property Administration and Sales

For the year under review, not much movement has taken place. This is mainly due to the unavailability of serviced erven in the municipal area for either private development and/or to be sold on public auction or over the counter. This service has, however, provided invaluable service to mainly our local attorneys, our internal finance department and the public. A number of renewals of lease agreements (council land) have been signed.

Nr of Properties sold/purchased/leased	Total Value of Contract
30 Sold	R 275 079-00
2 Purchased	R 132 735-00
10 Leases	R64 951-00 per annum

### 4. General Administration

The Department is also responsible for:

- administering miscellaneous lease agreements;
- preparing items for submission to the Mayoral Committee and Council and then ensuring that the subsequent resolutions are implemented by the respective directorates.
- During the year under review, 65 miscellaneous agreements in respect of welfare organisations, railway reserves, sub-stations, advertising and signboards, office machinery, sports fields, etc. were administered by the Department.

### 5. Switchboard

The service is still rendered at an exceptionally high standard. The only incumbent, who is visually impaired, was sent on training paid for by the Development Bank of South Africa (DBSA) to even further improve the service.

**INFORMATION AND COMMUNICATION TECHNOLOGY**

The supply and flow of reliable data is required to provide accurate information to all departments of the municipality. ICT department ensures the fulfills this need.

### Our Vision

To provide an effective, efficient and reliable network to the staff of the municipality and the community in the Breede Valley Municipal area by constantly upgrading equipment and software and keeping abreast of technology changes through research by, and training of, ICT staff.

### Activities

Some of the main activities in the reporting year were:

- Replacement of old equipment
- Attending to customer complaints
- Licensing and upgrading of existing licenses
- Radio network installation and maintenance
- Conversion of library systems to open source documents
- Network maintenance and upgrading

**Future Challenges**

Use of Voice Over IP technology  
Disaster prevention and management

## CORPORATE SUPPORT DEPARTMENT - 2008 / 2009

The Corporate Support Department currently consists of the following posts:

Manager: Corporate Support	G.E. Greenhalgh
Admin. Officer: Corporate Support	Seconded to Community Services
Admin. Asst.: Registry Office	E.S. Kariem
Clerk: Registry Office	G.L. Baadjies
Clerk: Registry Office	I.A. Klein
Asst. Clerk: Registry Office	V. Arendse
Asst. Clerk: Registry Office	F. Omardien
Clerk: Reprographic Office	R.T. Williams
Clerk: Reprographic Office	Suspension under appeal
Messenger: External	J. Van Der Merwe
Messenger: Internal	R. Platjies
Admin. Asst.: Typing Pool	L.H. Du Plessis
Relief Secretary: Typing Pool	J. Myburgh
Typist: Typing Pool	E. Fransman
Typist: Typing Pool	J.N. Mitchell
Typist: Typing Pool	R.G. Phillips
Typist: Typing Pool	Vacancy under review

The post of Admin. Officer: Corporate Support was "seconded" to the Directorate: Community Services (Sport / 2010 World Cup) for the year under review. The Clerk: Reprographic Office post has been vacant due to a suspension and appeal process which should be finalised early in the new financial year. The vacant Typist post is under review pending a restructuring proposal to be submitted to the Local Labour Forum for consideration and approval.

The Department reports directly to the Director: Corporate Services who in turn reports to the Municipal Manager.

### MISSION STATEMENT

Efficient and effective administrative and corporate support service through:

- electronic record management , communication management and record keeping, storage, archiving, messenger, postal and reprographic services;
- meeting administration and logistics;
- resolution capturing, notification for implementation;
- typing and relief secretary and switchboard services;
- regular Corporate Services Directorate Management Meetings;
- liaison between the Municipal Manager, the Directors / Directorates and Councillors; and
- competent and satisfied personnel.

## CORPORATE SERVICES - Corporate Support

### LIASON, CO-OPERATION, INTER-DEPENDENCE

The Corporate Support Department cannot operate in isolation and the guidance of the Director: Corporate Services and support of all the Managers in the Corporate Services Directorate, the co-operation, assistance and participation of the Municipal Manager and the other Directors and their Directorates, the Executive Mayor and Mayoral Committee, the Speaker and all councillors, many colleagues and outside parties involved in the meeting logistics are acknowledged and respectfully recognised.

### FUNDING

The Department had a relatively small capital budget of R226 200 of which only R98 127 was spent during the financial year. The laptop computer used at Council meetings which we thought needed to be replaced only required minor maintenance so was not replaced as planned. Funds have been rolled over to the 2009 / 2010 financial year. The planned alterations and upgrading of the Typing Pool office and furnishings could not be done prior to the end of the financial year as the capital budget for this was disputed the Financial Services Directorate determined that the type of work to be done (partitioning of open plan office into separate cubicles with custom desks/counters, electrical connections, network points/cables, etc.) did not constitute a capital project but maintenance. The Corporate Services Directorate has undertaken to do the alterations and upgrading in the 2009/2010 financial year and the unspent amount will be rolled over to 2009 / 2010 financial year.

The operational budget was R3 043 000 of which R2 937 248 was expended. There was only one major discrepancy identified during the year and the Department submitted a query to the Financial Services Directorate in respect of telephone costs (budget R40 000, expenditure R95 249 – overspent R55 249). The charges for the following months were far in excess of the monthly average: - Dec. 2008 - R11 669 over; Jan. 2009 - R37 813 over; and Mar. 2009 - R10 675 over. No explanation has been given.

### PLENARY COMMITTEE, MAYORAL COMMITTEE AND COUNCIL MEETINGS

During the year under review, there was one Plenary Committee meeting where 17 items were tabled. The Mayoral Committee met on eight occasions and 72 items were tabled. Council held seven ordinary meetings and one Special Council meeting where a total of 89 items were tabled.

### REGISTRY OFFICE

This Section is responsible for records management, communication management and records retrieval and archiving, postal services, messenger services and the Reprographic office. During the financial year approximately 7000 incoming and 119 000 outgoing mail items and 4 000 facsimiles were processed.

The installation of the remaining Collaborator electronic management modules has been delayed due to the non-implementation of the Supply Chain Management and Contract Management modules by the Financial Services Directorate. The implementation of the Leave Application module has been delayed due to problems with the interfacing with Human Resources CAPMAN data. Training on the installed modules is ongoing in conjunction with Business Engineering who are the administrators of the Collaborator system. The grant agreement with the Development Bank of Southern Africa is being utilised to fund the modules as each is installed and implemented. The ICT Department is paying the annual maintenance contract for the Collaborator system. Due to the delays in the implementation of all the modules, the completion of the Records Management, Archiving and Retrieval Manual has been further delayed until the Collaborator system is fully installed and implemented. This should be completed by 30 June 2010.

Approximately 6 000 items were travelled by the Internal Messenger services and 10 126 kilometres were travelled by the External Messenger Services delivering agendas,

minutes and miscellaneous items from Rawsonville through Worcester / Zwidelemba to De Doorns and Touws River.

The Corporate Support Department printed 775 125 pages of documentation in total during the year under review. The major portion of this was done by the Reprographics Office – 743 844 pages comprising of Agendas and Minutes for Plenary Committee, Mayoral Committee and Council meetings and miscellaneous printing for various Directorates and Departments, Community Development Workers, other municipal stakeholders and community service partners. The Reprographics Section is also responsible for the filing and storage of all Government and Provincial Gazettes. The Registry Office printed 14 231 pages of documentation – mainly faxes, electronic correspondence and e-mails. The Typing Pool printed 6654 pages of documentation and the Manager: Corporate Support printed 10 396 pages of documentation.

#### **THE TYPING POOL**

This Section is responsible for the administration and logistics for the Plenary Committee, Mayoral Committee and Council meetings. Ms. Liesl Du Plessis was appointed as the Admin. Asst: Typing Pool (the Head of the Section) on 1 March 2009 (the post has been vacant since October 2005). The Typing Pool prepared, collated and coordinated the printing and delivery of 1 232 sets of agendas and 1 168 sets of minutes during the year under review. The Section is also responsible for the binding of Council's signed minutes which are then stored in the strong room under the control of the Registry office. It is also responsible for processing adverts and notices for publication, typing for various Directorates and Departments and responsible for providing relief switchboard and relief secretarial duties for the Municipal Manager and Directors throughout the year.

The implementation of "electronic processes" for writing items for Council meetings, standardised templates, supplying completed items via e-mail, better planning and control in respect of Council meetings scheduled in advance, has resulted in far less work for the Typing Pool and better scheduling in respect of the work for the Reprographics office and Messengers: External. This has had a positive effect on the reduction of overtime.

#### **OVERTIME**

The overtime in the Department was reduced from 257 hrs in 2007 / 2008 to 51 hrs in 2008 / 2009:

- the Messenger: External worked 49 hrs overtime compared to 179 hrs the previous year;
- the Reprographic staff only worked 2 hrs overtime during the year compared to 48 hrs the previous year; and
- the Typing Pool worked no overtime compared to the 30 hrs the previous year.

## CORPORATE SERVICES - Housing

### DEPARTMENT: HOUSING

The Housing Development and Projects Department comprises of two sections namely Rental and Development. The staff complement is 9 (nine) substantive positions, namely XA Fula (Manager) Mrs L Prins (Secretary), EN Fonk (Officer Rental), WT Visagie (Senior Development Officer), M Brown (Senior Rental Officer), DS Mangweni (Development & Projects Officer), ZW Habana (Development & Projects Officer) M Makubalo (Rental Officer), and E Matthysen (Rental Officer). There are no dedicated housing officials in the satellite towns (De Doorns, Rawsonville and Touws River).

#### The Rental Unit is responsible for:

- administering Council's 2800 rental units;
- waiting list administration;
- allocation of rental units and the subsequent documentation;
- attending to maintenance queries and inspections;
- authorising repairs in terms of policy and contract;
- approving and administering exchanges between legal tenants;
- reallocating rental units in cases where the existing tenant has passed away, marital status has changed, family members and boarders left in the rental unit on vacation by the tenant; and
- institute legal action against tenants and illegal occupants;

#### The Development and Projects Unit is responsible for:

- administering the application lists for affordable housing;
- identifying prospective beneficiaries for projects when required;
- administering subsidy applications, deeds of sale, transfer documentation, etc. for approved project beneficiaries;
- liaison with Provincial Government: Western Cape – Department of Local Government and Housing, the Operational Services Directorate personnel (technical aspects of projects and project management) and the various types of Project Managers / Consultants / Contractors at all stages of project application, approval, administration and finalisation.

### Provision of Housing

During 2008/2009 a total of 214 houses were constructed and handed over to beneficiaries.

Project Name	Houses Handed Over
Sunnyside Orchards	98
Old Mandela Square	108
Touws River	8
<b>TOTAL</b>	<b>214</b>

### Preparation of land with required Infrastructure to facilitate Housing Delivery

The civil works in Zweletemba has been completed with the installation of infrastructure, where 653 fully serviced sites were produced.

In De Doorns the installation of bulk infrastructure is in process, which could be completed by 2010. This will culminate in the development of 1482 erven.

### Housing Projects lodged with the Provincial Department of Local Government and Housing.

Provincial Government Western Cape (PGWC) allocated R27 255 000 (twenty seven million two hundred and fifty five thousand rands) for the expenditure of current projects as well as new projects.

The projects that are logged and approved by the Provincial Government are:

Project	Ward	Area	Approved Subsidy
8	1	Touws River	R381 579
189	4	Sunnyside- Orchards	R12 593 130
708 (205)	13	Avian Park	0
439	13	Avian Park	R22 042 629
439 (services)	13	Avian Park	R7 834 833
331	16	Old Mandela Square, Zweletemba	R15 524 231
365 (phase 2a)	17	Zweletemba	R17 817 008
411 (phase 2b & 3)	17	Zweletemba	R13 454 862
459 (phase 4)	17	Zweletemba	R14 647 722

### Waiting List on Rental Units

We have 7 623 applications registered on the database waiting for rental units. The process of cancelling the applications of non-responding applicants is still ongoing. The total number of applications cancelled is 108 based on the fact that they had property or received houses elsewhere.

There were 69 new allocations and 9 re-allocations where we helped families into bigger houses or disabled families to more convenient homes:

Area	Number Applications	New Applications
Worcester	5979	84
Rawsonville	293	23
De Doorns	592	0
Touws River	759	1
<b>TOTAL</b>	<b>7623</b>	<b>108</b>

### Application list on Breaking New Ground houses

There are 16034 applications registered on the database waiting for breaking new ground houses (subsidy houses). The process of cancelling the applications of non-responding applicants is still ongoing. The total number of applications cancelled is 191 based on the fact that they had property or received houses elsewhere.

The distribution of applicants in the various towns:

Area	Number Applications	New Applications	Cancelled Applications
Worcester	12240	843	191
Rawsonville	463	51	
De Doorns	2622	185	
Touws River	736	11	
<b>TOTAL</b>	<b>16034</b>	<b>1090</b>	<b>191</b>

#### **Informal Settlements**

Informal settlements have been affected by 27 fire incidents. The control measures against the expansion of informal settlements are not in place and the Housing department has seen a significant increase in the number of illegal occupants. The control of informal settlements remains one of the challenges and recently the housing administration section had to demolish 21 illegal structures. These control measures are based on the procedures set and issuing of notifications has started. A total number of 84 notifications have been issued to stop the erection of illegal structures. Informal settlements are rapidly growing which increases the total number of applicants on the various databases.

#### **Housing Consumer Education**

A total number of 588 beneficiaries have attended Housing Consumer Education. The programme has now developed responsible beneficiaries and they are expected to look after their houses as assets.

## HUMAN RESOURCES

### CORPORATE SERVICES - Human Resources

#### Training and Development

The Skills Development initiative is underlined by the Skills Development Act and the Skills Development Levies Act. Skills Development links to the Constitution, LRA, SAQA Act, EEA, Municipal Systems Act and the Municipal Structures Act. Thus, Skills Development cuts across all sectors within the economy and to ensure its successful implementation their needs to be an integrated approach.

As from 1 April 2005 - 31 March 2010 the new National Skills Development Strategy (NSDS) came into being, replacing the former Strategy. The NSDS highlights the following Objectives:

- Prioritising and communicating critical skills for sustainable growth, development and equity
- Promoting and accelerating quality training for all in the workplace
- Assisting designated groups, including new entrants to participate in accredited work, integrated learning and work-based programmes to acquire critical skills to enter the labour market and self-employment
- Ensure the quality of service providers

Thus, it is within this framework that all Skills initiatives have to be developed and implemented. Over the last four years the BVM has always strived to achieve the above mentioned outcomes, although not always possible. However, the BVM in comparison with other Local Authorities has performed above average with regard to skills development. On 30 June 2009 an approved workplace skills plan was submitted to LGSETA.

#### Learnerships

The BVM has steadily shifted its training focus from the more traditional short courses towards the NQF aligned outcome-based training. This type of education and training is more industry focused and combines competencies with qualifications. Thus, learnerships and apprenticeships will be the main focus of education and training within the organisation.

In 2008/2009 education and training (within the BVM) guided its focus towards the apprenticeships, in partnerships with LGSETA and municipalities within the Cape Winelands district. In 2008/2009 learnerships will automatically be shifted to line management (as custodians), with the initial emphasis on:

- Comprehensive Management training
- Supervisor training
- Mentors/Coaches training
- Assessor training (Subject Matter Experts)
- Moderator training (Subject Matter Experts)
- Facilitator training

The success of these initiatives still depend on stakeholder buy-in, with line-management spearheading and taking ownership of the relevant process. Once workplace readiness has been achieved, the successful roll-out of learnerships/apprenticeships will be the central focus of education and training within the BVM. Unfortunately due to financial constraints and the shortage of providers some of these learnerships were not realised.

The Education and Training policy has been endorsed by the LIF and accepted for final approval. The development road of this policy has been a long and challenging process, continuously chopping and changing, ensuring a practical and working document that is customised to the education and training needs of the BVM and one that all employees can

take ownership of. Like all policies, this policy cannot be cast in stone and will be amended accordingly as the conditions and needs of the organisation change. Already, the HR is working on the addition of (through the necessary consultation with stakeholders):

- Financial Aid Scheme
- Quality assurance
- Assessment/Moderation Guidelines
- Student Placement Guidelines

The adoption of this policy will hugely benefit the organisation by providing an integrated framework and guidelines for the implementation of all education and training initiatives, thus, minimising inconsistencies and ensuring transparency. The BVM vision mentions three outcomes:

1. service excellence
2. opportunity and growth
3. growth

In order for the BVM to achieve these outcomes it should treasure the staff as the organisation's most valuable resources and key to service delivery (mission statement). Thus, education and training are the key cornerstones, in ensuring the attainment of these outcomes. To effectively ensure the latter, education and training within the BVM will have to shift its focus, away from the traditional ad hoc training towards a more strategic/focused approach, that is outcome-based, quality assured and can be easily measured/monitored in order to attain service excellence, opportunity and growth.

**CORPORATE SERVICES - Human Resources**

NEW APPOINTMENTS								
Movement Date	Surname	First Name(S)	Movement Type	Race	Gender	Directorate	Department	Employment Status
01-Jul-08	Cupido	Charmaine	Recruited	Coloured	Female	Financial Services	Expenditure	Employed
01-Jul-08	January	Bruce Hydrick	Recruited	Coloured	Male	Financial Services	Expenditure	Employed
01-Jul-08	Mhobo	Justice Mthetho	Recruited	African	Male	Community Services	Traffic Services	Employed
01-Jul-08	Moosa	Nazreen	Recruited	Coloured	Female	Community Services	Traffic Services	Employed
01-Jul-08	Paulse	Sollum	Recruited	Coloured	Male	Community Services	Traffic Services	Employed
01-Jul-08	Rhoda	Liezel Celeste	Recruited	Coloured	Female	Community Services	Traffic Services	Employed
01-Jul-08	Van Der Westhuizen	Hendrik Lourens	Recruited	White	Male	Community Services	Fire Services	Employed
01-Aug-08	Fluks	Nicol John	Recruited	Coloured	Male	Community Services	Traffic Services	Employed
01-Aug-08	Olivier	Andre	Recruited	White	Male	Community Services	Traffic Services	Employed
01-Aug-08	Van Onselen	Riaan	Recruited	White	Male	Community Services	Fire Services	Employed
01-Sep-08	Botha	Dawid Arnold	Recruited	Coloured	Male	Operations	Civil Engineering Services	Employed
01-Sep-08	Malgas	Henry Firmi	Recruited	Coloured	Male	Community Services	Traffic Services	Employed
01-Sep-08	Maphingana	Zingisile Nicholas	Recruited	African	Male	Financial Services	Revenue	Employed
01-Sep-08	Mc Thomas	David	Recruited	Coloured	Male	Financial Services	Civil Engineering Services	Employed
01-Sep-08	Williams	Thembisa Lesley	Recruited	African	Male	Corporate Services	Administration	Employed
01-Oct-08	Maqanda	Mthsinitsi Millicent	Recruited	African	Female	Financial Services	Revenue	Employed
01-Oct-08	Swanepoel	Trevor	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Nov-08	Cloete	William John	Recruited	Coloured	Male	Corporate Services	Human Resources	Employed
01-Dec-08	April	Zolile Solomon	Recruited	African	Male	Operations	Civil Works	Employed
01-Dec-08	Arendse	Susan	Recruited	Coloured	Female	Operations	Civil Engineering Services	Employed
01-Dec-08	Carolus	Judy	Recruited	Coloured	Female	Operations	Civil Works	Employed
01-Dec-08	Charlie	Vusumzi Lawrence	Recruited	African	Male	Operations	Civil Engineering Services	Employed
01-Dec-08	Cupido	Howard	Recruited	Coloured	Male	Financial Services	Expenditure	Employed
01-Dec-08	De Bruin	Warren Keith	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Dec-08	Deez	Johnathan	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Dec-08	Domingo	Tebogo Davidson	Recruited	African	Male	Operations	Electrical Engineering Services	Employed
01-Dec-08	France	Jongihlanga Joseph	Recruited	African	Male	Corporate Services	Human Resources	Employed
01-Dec-08	Jantjies	Ilse Alecia	Recruited	Coloured	Female	Financial Services	Financial Planning	Employed
01-Dec-08	Joseph	Adam	Recruited	Coloured	Male	Corporate Services	Legal Services	Employed
01-Dec-08	Juries	Johannes	Recruited	Coloured	Male	Operations	Civil Engineering Services	Employed
01-Dec-08	Koopman	Granville Shawn	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Dec-08	Kouter	Lizette	Recruited	Coloured	Female	Operations	Civil Works	Employed
01-Dec-08	Loff	Nolan Danzil	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Dec-08	Oliphant	Shaun Llewellyn	Recruited	Coloured	Male	Community Services	Traffic Services	Employed
01-Dec-08	Opperman	Aubriyan Danielle	Recruited	Coloured	Female	Operations	Civil Engineering Services	Employed
01-Dec-08	Pekeur	Stephmarie	Recruited	Coloured	Female	Financial Services	Revenue	Employed
01-Dec-08	Qithi	Enoch Andile	Recruited	African	Male	Operations	Civil Engineering Services	Employed
01-Dec-08	Sweleka	Phelisa Felicity	Recruited	African	Female	Operations	Civil Works	Employed

**CORPORATE SERVICES - Human Resources**

**NEW APPOINTMENTS**

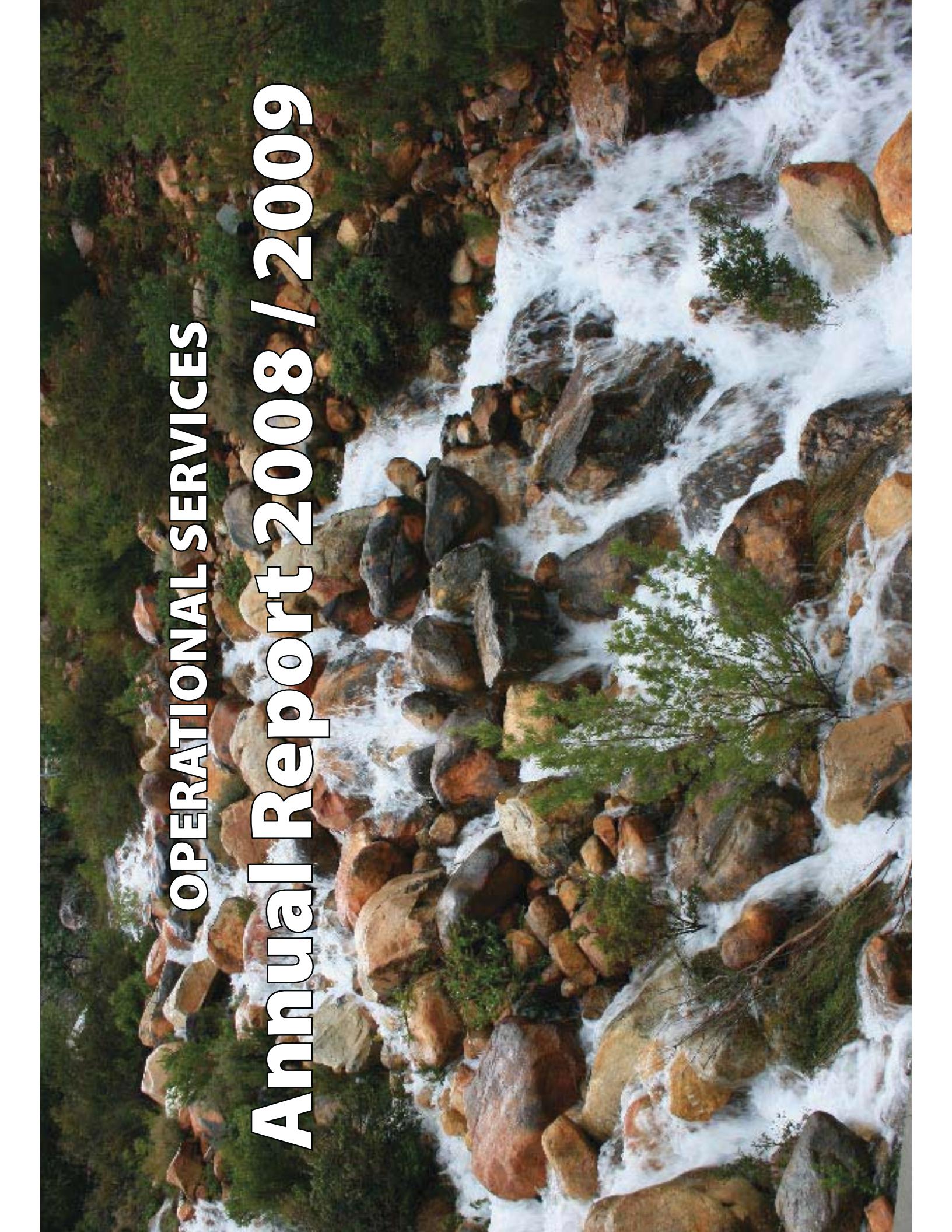
<b>Movement Date</b>	<b>Surname</b>	<b>First Name(S)</b>	<b>Movement Type</b>	<b>Race</b>	<b>Gender</b>	<b>Directorate</b>	<b>Department</b>	<b>Employment Status</b>
01-Dec-08	Thonyama	Thuliswa	Recruited	African	Female	Community Services	Library Services	Employed
01-Dec-08	Vas	Nontando	Recruited	African	Female	Corporate Services	Human Resources	Employed
01-Jan-09	Bikani	Ntombizanele Winnifred	Recruited	African	Female	Community Services	Library Services	Employed
01-Jan-09	Cupido	Debonita	Recruited	Coloured	Female	Community Services	Library Services	Employed
01-Jan-09	Dini	Themba Lawrence	Recruited	African	Male	Operations	Civil Works	Employed
01-Jan-09	Geqe	Xolile	Recruited	African	Male	Operations	Civil Works	Employed
01-Jan-09	Human	Deon Christobel	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Jan-09	Jonker	Heinrich	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Jan-09	Marthinus	Henry	Recruited	Coloured	Male	Operations	Electrical Engineering Services	Employed
01-Jan-09	Matolla	Colin Patrick	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Jan-09	Memani	Mbulelo	Recruited	African	Male	Office of the Municipal Manager	IDP	Employed
01-Jan-09	Mtayi	Sandile Crosby	Recruited	African	Male	Operations	Civil Works	Employed
01-Jan-09	Noble	Abigail	Recruited	Coloured	Female	Operations	Civil Engineering Services	Employed
01-Jan-09	Sass	Nichoulis Heinrich	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Jan-09	Saulie	Tsepiso	Recruited	African	Female	Corporate Services	Administration	Employed
01-Jan-09	Slingers	Dawid	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Feb-09	Apollis	Abigail	Recruited	Coloured	Female	Operations	Civil Works	Employed
01-Feb-09	Arendse	Eben	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Feb-09	Cloete	Lynette Helen	Recruited	Coloured	Female	Operations	Civil Engineering Services	Employed
01-Feb-09	Cupido	Elrus Gavin Warren	Recruited	Coloured	Male	Operations	Civil Engineering Services	Employed
01-Feb-09	Kariem	Majida	Recruited	Coloured	Female	Financial Services	Revenue	Employed
01-Feb-09	Martin	Salmon	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Feb-09	Martinus	Henry	Recruited	Coloured	Male	Operations	Civil Engineering Services	Employed
01-Feb-09	Moahloli	Teboho Andrew	Recruited	African	Male	Operations	Civil Works	Employed
01-Feb-09	Ndzezu	Brenda Nandipha	Recruited	African	Female	Community Services	Public Amenities	Employed
01-Feb-09	Steenberg	Theodore Patrick	Recruited	Coloured	Male	Operations	Civil Engineering Services	Employed
01-Mar-09	April	Koos	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Mar-09	Bushwana	Ntombizanele Leatitia	Recruited	African	Female	Financial Services	Revenue	Employed
01-Mar-09	Du Plessis	Liesl Hazelanier	Recruited	Coloured	Female	Corporate Services	Corporate Support	Employed
01-Mar-09	Fourie	Corne Leon	Recruited	White	Male	Operations	Electrical Engineering Services	Employment Terminated
01-Mar-09	Mehlomakulu	Maureen Joyce	Recruited	African	Female	Financial Services	Revenue	Employed
01-Mar-09	Oor	Cynthia	Recruited	Coloured	Female	Operations	Civil Works	Employed
01-Mar-09	Saunders	Clara	Recruited	Coloured	Female	Operations	Civil Works	Employed
01-Mar-09	Schroeder	Clive	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Mar-09	Williams	Elizabeth	Recruited	African	Female	Operations	Civil Works	Employed
01-Apr-09	Kies	Johan	Recruited	Coloured	Male	Operations	Electrical Engineering Services	Employed
01-Apr-09	Readien	Mandy	Recruited	Coloured	Female	Community Services	Fire Services	Employed

**CORPORATE SERVICES - Human Resources**

NEW APPOINTMENTS								
Movement Date	Surname	First Name(S)	Movement Type	Race	Gender	Directorate	Department	Employment Status
01-Apr-09	Singh	Nita	Recruited	Indian	Female	Financial Services		Employed
01-Apr-09	Yekwani	Khanya Yolanda	Recruited	African	Female	Community Services	Library Services	Employed
01-May-09	Cook	Glenn Peter	Recruited	Coloured	Male	Corporate Services	Human Resources	Employed
01-May-09	Jansen	Roderick	Recruited	Coloured	Male	Operations	Electrical Engineering Services	Employed
01-May-09	Kroukamp	Andre Cornelius	Recruited	Coloured	Male	Operations	Electrical Engineering Services	Employed
01-May-09	Langeveld	Jaco	Recruited	White	Male	Operations	Electrical Engineering Services	Employed
01-May-09	Nzinyana	Nomathamsaqa Eunice	Recruited	African	Female	Operations	Electrical Engineering Services	Employed
01-May-09	Plaatjies	Randall	Recruited	Coloured	Male	Corporate Services	Corporate Support	Employed
01-May-09	Truter	Ludwig Apollos Martin	Recruited	Coloured	Male	Operations	Civil Works	Employed
01-Jun-09	Cloete	Virgel Randall	Recruited			Community Services	Fire Services	Employed
01-Jun-09	Matsabisa	Alina	Recruited	African	Female	Financial Services	Expenditure	Employed
01-Jun-09	Timmy	Bertha	Recruited	Coloured	Female	Community Services	Traffic Services	Employed

**CORPORATE SERVICES - Human Resources**

<b>PROMOTIONS</b>							<b>Department</b>	<b>Employment Status</b>
<b>Movement Date</b>	<b>Surname</b>	<b>First Name(S)</b>	<b>Movement Type</b>	<b>Race</b>	<b>Gender</b>	<b>Directorate</b>		
01-Jul-08	Baxter	Liesl Niccollette	Promoted	Coloured	Female	Operations	Civil Works	Employed
01-Jul-08	Gertse	Oktober	Promoted	Coloured	Male	Operations	Civil Works	Employed
01-Jul-08	Kafaar	Sameera	Promoted	Coloured	Female	Financial Services	Expenditure	Employed
01-Jul-08	Schreuder	Heinrich Turner	Promoted	White	Male	Operations	Electrical Engineering Services	Employed
01-Jul-08	Smith	Eugene	Promoted	Coloured	Male	Operations	Civil Engineering Services	Employed
01-Aug-08	Fillies	Rebecca	Promoted	Coloured	Female	Community Services	Fire Services	Employed
01-Aug-08	Soldaat	Richard Angus	Promoted	Coloured	Male	Financial Services	Revenue	Employed
01-Sep-08	Matolla	Liecel	Promoted	Coloured	Female	Community Services	Library Services	Employed
01-Sep-08	Mqela	Nomfundo Eunice	Promoted	African	Female	Community Services	Library Services	Employed
01-Sep-08	Titus	Alden Darrel	Promoted	Coloured	Male	Operations	Electrical Engineering Services	Employed
01-Sep-08	Viljoen	Marius	Promoted	White	Male	Operations	Electrical Engineering Services	Employed
01-Okt-08	Wagenstroem	Gc	Promoted	Coloured	Male	Financial Services	Revenue	Employed
01-Nov-08	Human	Beatrice	Promoted	Coloured	Female	Community Services	Library Services	Employed
01-Dec-08	Breda	Marilize	Promoted	Coloured	Female	Community Services	Traffic Services	Employed
01-Dec-08	Sondlo	Nothoko Virginia	Promoted	African	Female	Community Services	Traffic Services	Employed
01-Jan-09	Wagenstroem	Gc	Promoted	Coloured	Male	Financial Services	Revenue	Employed
01-Feb-09	Gysman	Paul	Promoted	Coloured	Male	Operations	Civil Works	Employed
01-Feb-09	Jacobs	Eugene Simphiwe	Promoted	African	Male	Community Services	Fire Services	Employed
01-Feb-09	Van Rooyen	Benjamin	Promoted	Coloured	Male	Operations	Civil Works	Employed
01-Mar-09	Hofmeester	Bertram	Promoted	Coloured	Male	Financial Services	Revenue	Employed
01-Apr-09	Dorfling	Sarel Christiaan	Promoted	White	Male	Operations	Civil Engineering Services	Employed
01-May-09	Davids	Lee-ann Barendine	Promoted	Coloured	Female	Financial Services	Revenue	Employed
01-Jun-09	Joseph	Ruweyda	Promoted	Coloured	Female	Financial Services	Expenditure	Employed

The background of the image is a photograph of a waterfall. The water is white and turbulent as it falls over and flows around large, brownish-orange rocks. The surrounding environment is dense with green trees and foliage, creating a sense of a natural, possibly mountainous, setting.

# OPERATIONAL SERVICES

# Annual Report 2008/2009

## DIRECTORATE OPERATIONS

### OPERATIONAL SERVICES - Overview

#### Building Control

- The main objectives and duties of the section are as follows :
  - » Building Control : Codes of Practice : NBRBS as well as NHBRC.
  - » Application of town planning scheme to all building work and regulations.
  - » Approval of building plans according to Bylaws as well as National Building Regulations and Standards (Act 103 of 1977).
  - » Recording of "trades" that are subject to protection.
  - » All aspects of minimum standards of materials.
  - » Plans and specifications according to regulations namely SANS 0400.

#### Geographic Information System (GIS)

- The focus of the section is to acquire information relating to all parcels of land within the Breede Valley Municipal Jurisdictional area and to produce/alter this information to be used in such a manner that all sections/departments that use the electronic data, either the mapping system or data bases, have accurate and reliable information to work with.
- Local Economic Development and Tourism**
  - The role of Municipalities in terms of socio economic growth constitutes one of the most important aspects regarding the future economic stability in this country. Tourism is becoming one of the largest businesses in South Africa. The economic significance of the local industry is important given its employment absorption potential and for the mere fact that it can become a vehicle to affect economic empowerment.

#### Planning, Development, Building Control, GIS and Tourism

##### Planning

- The function of the Planning Section is twofold, namely Forward Planning / or Spatial Planning and Development Control, which entails land use management.
- Spatial Planning can be defined as planning in respect of the way in which different activities, land uses and buildings are located in relation to each other, in terms of distance between them, proximity to each other and the way in which spatial considerations influence and are influenced by economic, social, political, infrastructure and environmental considerations.
- The Spatial Development Framework guides and informs all decisions of the Municipality relating to use, development and planning of land.
- Spatial Planning entails
  - » The drafting and reviewing of the Spatial Development Framework (SDF).
  - » The alignment of the Spatial Development Framework (SDF) with the Provincial Spatial Development Framework (PSDF). The National Spatial Development Prospective (NSDP) and the Provincial Growth and Development Strategy (PGDS).
  - » The drafting of a Spatial Plan for the Special Development Framework.
  - » The drafting and coordination of all Sectoral Plans from the Spatial Development Framework.
  - » Representing Council on National and Provincial Workgroups and Forums, regarding spatial planning.

##### Development Control / Management

- Evaluation and processing land use applications.
- Scrutiny of building plans and management of building control.
- Compiling and maintaining a supportive Geographic Information System (GIS).

## OPERATIONAL SERVICES - Overview

### Electrical Services

The responsibility of the Electrical Services Department is the purchasing of electrical energy from Eskom, the establishment of bulk- and distribution infrastructure and the maintenance of such infrastructure.

During 2008/2009 financial year the Breede Valley Municipality purchased approximately 317,796,648 kWh of electrical energy for its area of supply and experienced a non-simultaneous accumulative maximum demand of 58,558 MVA. The growth in energy purchased from Eskom was higher than forecast, and was 0,63 % above purchases of the previous financial year. The department's commitment to accept problems as challenges and to find the most productive and cost effective and efficient ways to overcome these problematic situations has contributed to an effective, efficient and economically viable service within the Municipality during the 2008/2009 financial year.

### Bulk Services

The Bulk Services Section is responsible for the operation and maintenance of the Bulk Services of the Breede Valley Municipality. The Bulk Services are divided into subsections namely:

- Bulk Wastewater Treatment
- Bulk Commodities
- Dumping Sites
- Resorts
- Bulk Water Treatment
- Laboratory Services

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### Bulk Water Treatment

Comprise of four well operated wastewater treatment plants. By utilising temporary workers as well as small contractors, and thereby indirectly assisting with poverty relief, the general maintenance of the various Wastewater Treatment facilities was brought back on track.

### Resorts

In addition to normal holiday tourists, the Resorts hosted several events and conferences as well as Council Meetings.

Consist of five Water Treatment Works situated at Stettynskloof Dam, Fairy Glen Dam, Rawsonville, De Doorns and Bok River. The Stettynskloof Dam Water Treatment Works was awarded the Blue Drop award at the National Drinking Water Management Conference in Port Elizabeth. This award represents the hard work done by the personnel at the Water Treatment Works, with special reference to quality controls in place and data capturing. Although the other Water Treatment Works complied with 98% of water quality criteria the lack of sufficient personnel and control measures on the plants caused these works not to be awarded with the Blue Drop.

The Worcester Bulk Water Supply system runs a Telemetric System which enables management to monitor and control flows, reservoir levels and pump stations by remote control (via a Scada computer system).

### Laboratory Services

As part of acceptable service delivery, the laboratory is responsible for the monitoring of the different wastewater treatment plants (final effluent discharged to the receiving

water body as well as different sections within the works), the quality of the potable water delivered to the consumers, the continuous monitoring of the Breede River (near Worcester) and the Smalblaar River (near Rawsonville) as well as the monitoring of the effluent produced by industries within Worcester.

### Civil Works

The Civil Works Department, which has control over the largest staff component ( $\pm 300$ ), is responsible for maintenance of existing internal services infrastructure of the Breede Valley Municipality. The Department comprises of the following subsections:

- Environment and Recreation
- Working for Water
- Cleansing Services
- Roads & Storm Water
- Expanded Public Works Programme
- Mechanical Workshop
- Civil Engineering and Technical Planning
- Water and Sewer Reticulation Networks
- Buildings and Structures

The lack of an adequate staff complement forces the department to often make use of smaller local contractors to provide service delivery of an acceptable standard. This is then also instrumental in creating numerous temporary job opportunities.

Due to the dilapidated vehicle fleet and equipment, accompanied by the acute shortage of necessary resources, this department constantly has to make adjustment to make ends meet.

### Environment and Recreation

Comprises of Arboriculture Environment (Landscaping and Weed Control), Pest Control, Parks, Cemeteries and Sport Fields.

### Working for Water

Clearing was done in Worcester (Rawsonville, De Wet and N1), Breede River (Nekkies) and Kwaggaskloof (Brandvlei).

Apart from daily removal of formal refuse (black bags and wheely bins) general cleaning all over the town takes place on an ongoing basis. The introducing of frequent general cleansing contracts resulted in the awarding of more than 60 smaller contracts, each employing 10 people at a time.

### Roads & Storm Water

The existing road infrastructure is in an undesirable condition, resulting in potholes forming which cause major road maintenance and user complaints and claims especially during wet weather conditions. Resurfacing of existing, identified roads has taken place as per the budget and adjustment budget, resulting in some relief to maintenance operation. An updated pavement management system has recently been tabled and future resusal / rehabilitation projects will be based thereon.

### Expanded Public Works Programme

A total of 123 people were utilised in many different projects. Different skills were developed in the many projects.

### Mechanical Workshop

This division is responsible for the maintenance of the vehicle fleet of the municipality.

## OPERATIONAL SERVICES - Overview

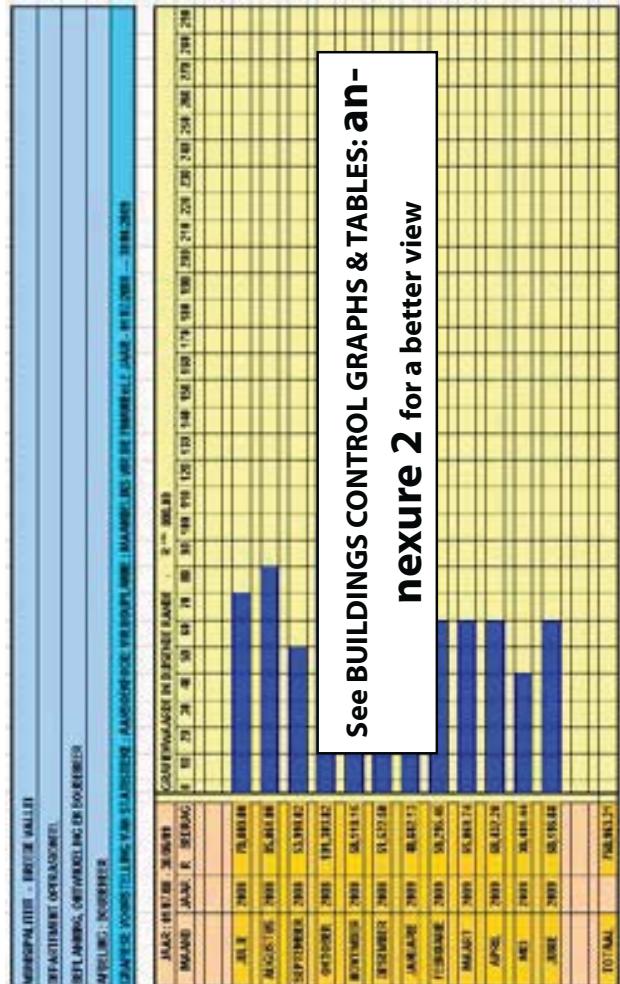
Civil Engineering Technical Planning	BUILDING CONTROL
<ul style="list-style-type: none"> <li><b>Civil Engineering Technical Planning</b> This department is responsible for all necessary surveys, designs, drawings and other technical and standards control. It is also responsible for new water and sewerage connections, maintenance of systems which include burst pipes, meter installations, blocked sewers etc.</li> </ul>	<b>ADMINISTRATION</b> The main objectives and duties off the section are as follows: <ul style="list-style-type: none"> <li>Building Control :Codes of practice : NBRBS as well as NHBRC</li> <li>Application of town planning scheme to all building work and Regulations</li> <li>Approval of building plans according to bylaws as well as National Building Regulations and Standards (Act 103 of 1977)</li> <li>Recording of "trades" that are subject to protection</li> <li>All aspects of minimum standards of materials</li> <li>Usage of materials : Minimum standards</li> <li>Plans and specifications according to regulations namely SANS 0400</li> </ul>
<ul style="list-style-type: none"> <li><b>Buildings &amp; Structures</b> Responsible for repair and maintenance of all municipal buildings including rental units.</li> </ul>	<ul style="list-style-type: none"> <li>Chief: Building Control : 1 Person</li> <li>Plans Examiner : 1 person</li> <li>Secretary / Clerk : 1 Person</li> <li>Building Control Clerk : 1 person</li> <li>Building Inspector (Worcester &amp; Urban areas): 1 Person</li> <li>Building Inspector (Worcester): 1 Person</li> <li>Building Inspector (De Doorns / Touws River): 1 Person</li> <li>Personnel Needed : 1 Person</li> <li>Building Inspectors: 3 persons</li> </ul>
<p><b>Conclusion</b></p> <p>Despite all / any problems which may have been encountered throughout the 2008 / 2009 financial year, the Department Operational Services is proud to announce that a relatively successful financial year has been concluded.</p> <p>As Director of the Department I would like to convey my sincere gratitude to all management and other staff for their concerted efforts to fulfil the Breede Valley Municipal mission:</p>	<p><b>"A unique and caring Valley of Service Excellence, Opportunity and Growth."</b></p>

**Estimated costs shown in format: R \*\*\*\*\*,00 (excl smaller building projects)**

## Statistics for the Financial Year July 2008 / June 2009

1 Building plans APPROVED:	1107
2 Construction COMMENCED	610
3 Construction COMPLETED	355
4 Inspections	± 2800
5 Scrutiny Fees	R 760 963.21
6 Damage Deposits	R 19 700.00
7 Encroachment Fees (Ord. 15 of 1985)	R 50 130.60
8 Fines	R 162 036.78
9 Estimated Costs	R 316 760 000.00

Plans approved:	Register	727
Total = 1107	PHP	200
	Sunnyside Orchards	180
Estimated Costs:	Register	R 304 153.000
	PHP	R 8 400 000
Total = R 316 760 000	Orchards	R 4 207.000

**Graph of Plan Submission Statistics: Scrutiny Fees:****See BUILDINGS CONTROL GRAPHS & TABLES: an-  
nexure 2 for a better view**

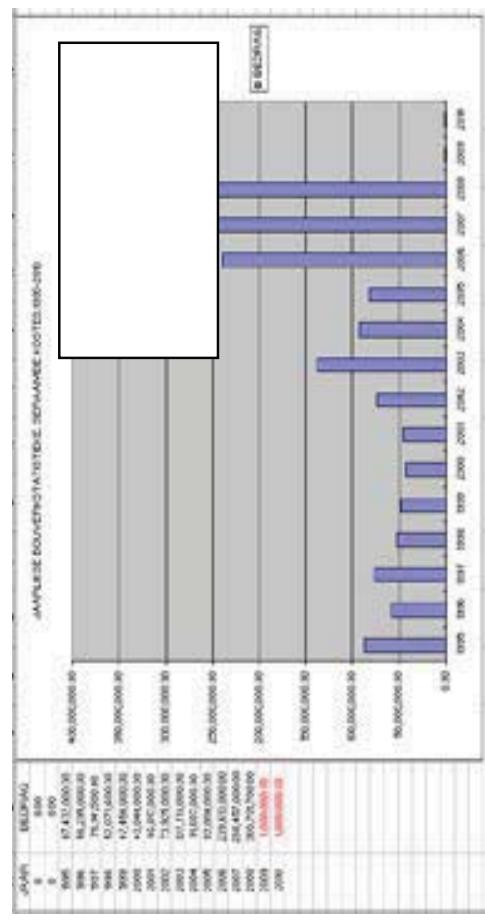
The statistical analysis for the 2008/2009 financial year shows a significant increase for the months of August and October which can be contributed to housing projects taking off during those periods. Otherwise, the distribution of building activity is fairly evenly spread throughout the financial year.

## OPERATIONAL SERVICES - Building Control

### GENERAL DEVELOPMENT/ BUILDING WORK

If the estimated cost of building work for the 2008/2009 financial year is taken as a measure of building activity and is compared with the previous financial years, the continuous rise in building activity is clearly apparent. It seems as if the rise in the interest rate and the global economic recession has not affected development as expected. The increase might have been curbed in its extent, but is still on par with that of the previous two financial periods.

General Statistics for Estimate Building Costs: Annually



### Sunnyside Orchards Housing Project – De Doorns Area

The plans for this project were approved from November 2008, and construction commenced in February of 2009.

This project will provide housing for 180 families in the De Doorns-area – Sunnyside Orchards, and to date - 38 houses were handed over after completion. The estimated project value is set at ±R4 207 000.

### Office development – Worcester – Mountain Mill Area

The Mountain Mill business even is also slowly but surely being developed to potential with the additional erection of a new office building on erf 21311.

This development is for office accommodation and the estimated project cost is R8 672 000.

### School in Avianpark - Worcester

Construction on the new school in Avianpark Worcester was started in January 2009 and is expected to be in operation by the end of 2009. This project has an estimated value of R 25 000 000-00. Area being erected undercover will be in the region of 3200m<sup>2</sup>.

### Worcester Regional Hospital – [Eben Dönges Hospital]

The extensions on the hospital started in 2004 and are nearing completion at the end of 2009. This project for the best medical services in the Breede Valley as well as for the region, was extended and upgraded for a amount of ± R62 000 000-00. The Hospital will be in full operation at the end of 2009.



The spatial distribution of building activity is also very evenly spread throughout the urban centres of the Breede Valley. Using Worcester (the main urban centre) as an example, it is clearly shown that building activity has increased dramatically over the past 2 to 3 years.

What also becomes apparent is that there is no pattern for development. Development is not spatially concentrated in one single area and no apparent spatial trend is featured.

Development is evenly spread throughout all zones of the main urban centre and is taking place in the commercial, industrial and residential sectors of the town.

### MAJOR DEVELOPMENTS/ BUILDING WORK

There were a few large and significant projects launched and completed in the 2008/2009 financial year, despite the fact that the Breede Valley Municipality is struggling with a backlog in bulk service provision.

### People's Housing Project – Zweletemba Worcester

In the Zweletemba area a Peoples Housing Project (PHP) was started in 2008 with the first phase consisting of 150 housing units to be completed by 2009. The estimated construction cost of the project is in the region of R8 400 000.

## EXECUTIVE SUMMARY

The Bulk Services section of the Directorate: Operational Services is responsible for the Operation and Maintenance of the Bulk Services of the Breede Valley Municipality. The Bulk Services can be divided into 5 main subsections namely the Bulk Wastewater Treatment, Bulk Commodities, Dumping Sites, Resorts, Bulk Water Treatment and Laboratory Services.

The Worcester Wastewater Treatment Work's performance improved gradually as biological growth settled after the refurbishment. Complaints regarding smells etc. were greatly reduced. De Doorns Wastewater Treatment Works was operational after the upgrade but initial starting up problems were experienced. After sufficient on-site training the problems sorted themselves out. The Touws River Wastewater Treatment works office space was completed to a large degree. Effluent quality at the Touws River Wastewater Treatment Works was adequate throughout the year. Rawsonville Wastewater Treatment Works complied in respect of special limit effluent throughout the year excepting phosphate. An exceptionally good preventative maintenance program initiated by the Supervisor is acknowledged.

By utilising temporary workers as well as small contractors, and thereby indirectly assisting with poverty relief, the general maintenance of the various Wastewater Treatment Facilities were brought back on track. These "projects" included clearing vegetation around the maturation ponds, re-fencing of the Touws River Wastewater Treatment Works, the clearing of the area adjacent to the Wastewater Treatment Works in Worcester, etc. EPWP workers assisted with the refurbishment of the Santa Weida pump station where skills such as painting, fence-mending and pump maintenance were learned.

Breede Valley Municipality has three public swimming pools. Two of these are situated in Worcester and the third is situated in Touws River. The pools are available for public use starting on the 15<sup>th</sup> of September and ending on the 15<sup>th</sup> of April the following year. To optimise the public use of these pools an advert was placed to create an awareness of the swimming pools and to bring to the attention of the community the possibility for community development projects in this area. Several people applied for the use of the De La Bat swimming pool, with less interest in the Grey Street and Touws River Swimming Pools.

General maintenance was carried out at all pools. Both De La Bat and Grey Street Swimming Pools hosted several community development programs such as the Learn to Swim program (Provincial Government) and training for Life Savers.

Due to exceptionally high rainfalls on the Klipvlak, the effluent presented a possible environmental hazard when it mixed with water from a tributary of the Hex River and flowed toward the Breede River. The situation was averted by intervention of the Solomoyo group along with the Municipality. Several contingency dams were made, along with diversion channels, to prevent effluent water from flowing to the Breede River.

The lees was removed utilising contractors during the summer months in an attempt to minimise any future pollution of stormwater flowing from the area.

The Solomoyo group presented the MayCo with their suggestion for an upgrade of the area. The MayCo agreed and the process of finalisation of plans etc. is under way.

The Bulk Water Treatment division consists of 5 Water Treatment Works situated at Stettynskloof Dam, Fairy Glen Dam, Rawsonville, De Doorns and Bok River.

The Stettynskloof Dam Water Treatment Works was awarded the Blue Drop award at the National Drinking Water Management Conference in Port Elizabeth. This award represents the hard work done by the personnel at the Water Treatment Works, with special reference to the quality controls in place and data capturing. Although the other Water Treatment Works complied with 98% of the water quality criteria, the lack of sufficient personnel and control measures on the plants caused these works not to be awarded with the Blue Drop.

Stettynskloof Dam Water Treatment Works was maintained well throughout the financial year. The contractors involved in the design of the CO<sub>2</sub> plant revisited the site and agreed to rectify some of the defects with the assistance of the Municipality. The inlet sieves were

## OPERATIONAL SERVICES - Bulk Services

maintained by the design company during the final part of the financial year. The road to the plant was partly washed away due to the high rainfall received during the November 2008 flood. The road was partially repaired. In June the contractor replaced some of the stormwater pipes. Stettynskloof Dam Water Treatment Works received ESKOM electricity during the past financial year; this will increase the plant's ability to maintain the energy needed for the CO2 generation plant. General maintenance (electrical and plumbing) was done to the worker houses on the Stettynskloof Dam site.

Fairy Glen Dam Water Treatment works was well maintained throughout the financial year. The plant experienced difficulty with the effluent quality, but a faulty CO2 injector was identified and repaired. The pH probes assisting the automatic plant to function were replaced. During a break-in, the plant's computer, blower and smaller equipment were stolen from the site. To prevent the future chances of break-ins the division fitted alarms at the Water Treatment Works as well as the various pump stations in Worcester. The pipeline, feeding the works from the Fairy Glen Dam, as well as the road to the dam was severely damaged during the November 2008 floods. The river bed was severely damaged during the floods and contractors were employed to assist with clearing of debris and removal of excess gravel and stones from a landslide occurring higher up in the mountain.

Rawsonville Water Treatment Works was maintained during the financial year. The lack of knowledge and plans of the facility caused several operational problems throughout the year, but still the effluent drinking water standard maintained its compliance to the National Standards. The river structure, acting as a 'damming' facility was washed away during the November rains and was rebuilt to ensure water during the summer and to alleviate the use of the boreholes. The need for inflow measurement from the river was acknowledged and will be addressed in the next financial year. The works does not have its own personnel corps and all maintenance and operation is done by the Water Network and Wastewater Treatment personnel. Their dedication and willingness to assist at all times is duly noted and appreciated.

De Doorns Water Treatment Works was maintained during the financial year. Due to a shortage of personnel the plant could not be operated to its potential. The effluent quality presented from time to time due to the lack of personnel on the plant. The works does not have its own personnel corps and all maintenance and operation is done by the Water Network and Wastewater Treatment personnel. Their dedication and willingness to assist at all times is duly noted and appreciated.

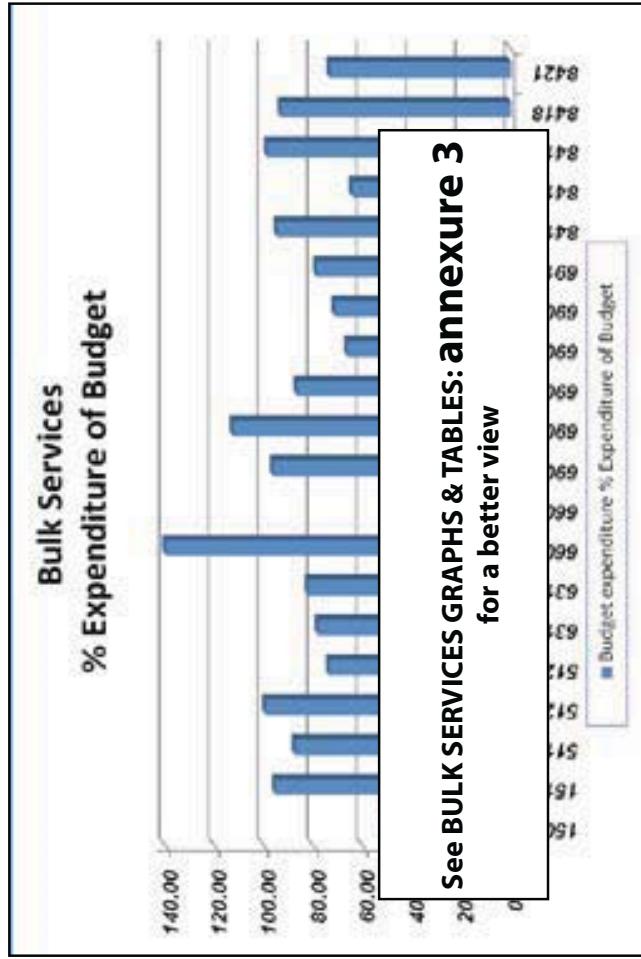
The Bok River Water Treatment Works welcomed a new Supervisor during the beginning of 2009. This will enable the Municipality to better manage, maintain and operate the Treatment Works, the Pipeline and the Reservoirs. The Touws River town suffered immensely during the November floods. The town was without water for a period of 3 weeks, due to flood damage to the main pipeline supplying the town with drinking water. The town was provided water through assistance of Cape Winelands District Council disaster management division as well as several private companies. The pipeline was repaired, but the road to the Water Treatment Works at Bok River was severely damaged and only repaired during June 2009.

The Resorts hosted several events and conferences which included the Swallows Rally during March of 2009.

The Laboratory Services assisted with the Monitoring of biological processes of the various Wastewater Treatment Works, and thereby assisted with the improved management of the various processes. The impact of this service can clearly be seen when looking at the quality of the Wastewater Treatment effluent and the improvement thereof. The Laboratory Services further intensified their drinking water quality monitoring within the various towns, and the reporting thereof to the Department Water Affairs and Forestry. This resulted in an award presented to the Breede Valley Municipality by Department of Water Affairs and Forestry for the best drinking water monitoring practices.

The entire Bulk Service department is categorised by its personnel shortage as well as the way that the TASK forms were completed. The personnel shortage was highlighted in a

report to the Director: Operational Services during the end of 2007. By utilising temporary workers as well as small contractors, and thereby indirectly assisting with poverty relief, the general maintenance of the various Wastewater Treatment Facilities was brought back on track. These "projects" included the re-fencing of the Touws River Wastewater Treatment Works, the clearing of the area adjacent to the Wastewater Treatment Works in Worcester, etc.



**Graph 1: % Expenditure of Budget achieved**  
**See BULK SERVICES GRAPHS & TABLES: annexure 3 for a better view**

## OPERATIONAL SERVICES - Bulk Services

### OVERVIEW

The Bulk Services Section of the Directorate: Operational Services is responsible for the Operation and Maintenance of the Bulk Services of the Breede Valley Municipality. The Bulk Services can be divided into 5 main subsections namely the Bulk Water Treatment, Bulk Wastewater Treatment, Dumping Sites, Resorts and Laboratory Services.

The above sections are managed as follows:

The Bulk Wastewater Treatment (including Pump Stations), Dumping Sites, Swimming Pools, Aerodrome, Pound, Industrial effluent treatment land and Commongages are headed by Superintendent Avril Booysen.

Subsection	Supervisor Responsible
A. Bulk Wastewater Treatment Works	Mr. C. Cupido Mr. A. Pietersen Mr. E. Windell Mr. E. Smith
B. Dumping Sites	Mr. C. Cupido Mr. E. Windell
C. Swimming Pools	Mr. E. Naidoo Mr. M Jacobs Mr. T. Mkozoza
D. Pound	Mr. C. Cupido Mr. E. Windell
E. Aerodrome	Mr. C. Cupido
F. Industrial Effluent Treatment land Klipvlak	Mr. C. Cupido
G. Commongage	Mr. C. Cupido

The Bulk Water Treatment Services are headed by Superintendent Eben Marais. Bulk Water Treatment includes the Resource (dams, rivers and boreholes), the treatment facility, pump stations, the bulk water pipeline, reservoirs and bulk meters.	
Subsection	Supervisor Responsible
A. Bulk Water Treatment Works	Mr. H. Groenewald Vacant (Mr. Marais reports directly) Vacant (Messrs. Germishuys and Pietersen report directly) Mr. S. Dorfing
B. Bulk Metering	Mr. R. Walters
C. De Wet Canal	Mr. R. Walters
D. Borehole Monitoring	Mr. R. Walters

Resort Management is done by Mr. Fanie Swartz and includes both the Nekkies Lake Chalets and Nekkies Resort.	
Subsection	Supervisor Responsible
A. Nekkies Lake Chalets	Mr. F. Swartz
B. Nekkies resorts	Mr. F. Swartz

The Laboratory Services is headed by Microbiologist Achmad Kafaar. The Laboratory services the entire Breede Valley Municipal area and monitors the following:	
Wastewater Treatment Works	<ul style="list-style-type: none"> <li>• Worcester Water Treatment           <ul style="list-style-type: none"> <li>» Stettynskloof</li> <li>» Fairy Glen</li> </ul> </li> <li>• Rawsonville Water Treatment Works</li> <li>• De Doorns Water Treatment Works</li> <li>• Touws River Water Treatment Works           <ul style="list-style-type: none"> <li>» Bok River</li> </ul> </li> <li>• Network monitoring in each Town</li> </ul>
Industrial effluent	<ul style="list-style-type: none"> <li>• Drinking Water           <ul style="list-style-type: none"> <li>• Worcester</li> <li>» Breede River</li> <li>» Hex river</li> </ul> </li> <li>• River monitoring           <ul style="list-style-type: none"> <li>• Worcester</li> <li>» Breede River</li> <li>» Hex river</li> <li>• De Doorns</li> <li>» Hex river</li> <li>• Rawsonville</li> <li>» Smalblaar</li> </ul> </li> </ul>
• APL	
• Rainbow Chickens	
• Abattoir	
• Hextex	

The Section also communicates with the various Industries in terms of Industrial effluent permits and the Water Boards /Water User Associations within the Municipal Boundaries.

## A BULK WASTEWATER TREATMENT

The Worcester Wastewater Treatment Works' performance improved gradually as biological growth settled after the refurbishment. Complaints regarding smells etc. were greatly reduced. De Doorns Wastewater Treatment Works was operational after the upgrade but initial starting up problems were experienced. After sufficient on-site training the problems sorted themselves out. The Touws River Wastewater Treatment works office space was completed to a large degree. Effluent quality at the Touws River Wastewater Treatment Works was adequate throughout the year. Rawsonville Wastewater Treatment Works complied with special limit effluent throughout the year excepting for phosphate.

By utilising temporary workers as well as small contractors, and thereby indirectly assisting with poverty relief, the general maintenance of the various Wastewater Treatment Facilities was brought back on track. These "projects" included clearing vegetation around the maturation ponds, re-fencing the Touws River Wastewater Treatment Works, clearing the area adjacent to the Wastewater Treatment Works in Worcester, etc. EPWP workers assisted with the refurbishment of the Santa Weida pump station where skills such as painting, fence-mending and pump maintenance were learned.

## 1 WORCESTER WASTEWATER TREATMENT WORKS

### 1.1 Overview

The Worcester Wastewater Treatment Works is situated opposite Johnson's Park, Worcester. This treatment facility purifies the Wastewater generated by Worcester as well as the septic tanks from surrounding farms.

The new sludge handling facility, consisting of 2 upflow-sludge dams, presented initial operating problems. Together with BKS Consultants, these problems were tackled in a positive and proactive manner. On-site training done by the Laborator resulted in Process Controllers having a better understanding of the operational requirements. Results are provided electronically to BKS on a weekly basis and regular interactions with the designers ensures corrective action being done timeously. The use of these dams had a great impact on the chemical budget of the Wastewater Treatment Works as Lime addition was increased.

Due to the regular occurrence of theft on the premises CCTV cameras and alarms were installed in all buildings including offices and storerooms. A security company was employed to do access control. These security measures resulted in a decrease of theft from the plant. The number of pump stations to be monitored operated and maintained by the pump station team increased with the addition of Zweletemba Pump station and the Mountain Mill Mall pump station. Avian Park pump station was refurbished by replacing the 250 mm gate valve and the manifold system. The switch board at Johnson Park pump station was replaced with an upgraded switch board to increase performance of the pump station. The Santa Weida pump station was refurbished within the EPWP project, whereby new pumps were acquired, resulting in an upgrade to 34kW. The building and surrounding grounds were effectively maintained, resulting in a better aesthetic appearance.

## OPERATIONAL SERVICES - Bulk Services

### 1.2 Budget

Worcester Wastewater Treatment Works				
Vote Number	Item Description	Amended Budget	Actual Expenditure	% Expenditure
1690610107900	Protective Clothing Robes	16690	16269.55	97.48
1690610208400	Consumable Items	8000	5024.39	62.80
1690610209500	Chemicals	270000	270086.7	100.03
1690610222700	Materials and Stores	40970	40931.98	99.91
1690610223800	Mobile Phones - Official	13500	15259.36	113.03
1690610226300	Printing and Stationery	5560	6041.52	108.66
1690610229300	Rentals: Equipment	14810	9108	61.50
1690610231500	Subsistence and Transport	8000	6461.04	80.76
1690610232100	Telephone Costs	48800	48499.27	99.38
1690610232850	Training/capacity/ building	15000	13362.61	89.08
1690610233700	Vehicle Costs	146300	29377	200.80
1690610236101	Buildings and Land: Buildings	4340	5624.8	129.60
1690610236103	Buildings and Land: Fences and Gates	5480	5433.62	99.15
1690610236105	Buildings and Land: Grounds and Plots	110000	109146.9	99.22
16906102336108	Buildings and Land: Purification Works	470000	468909	99.77
16906102336111	Pumpstations	56600	56517.24	99.85
16906102336312	Equipment Machinery Equipment	747380	749335.1	100.26
16906102336315	Equipment Machinery Information Systems	5000	4342.11	86.84
16906102336935	Roads and Streets	1350	1850.2	137.05
<b>Average % expenditure</b>			<b>112.82</b>	

An additional pump station vote was acquired which was used to maintain the pump stations. The amount proved to be too little for service and maintenance and other votes was utilised to assist with this function.

The Capacity building vote was utilised to give internal training and assist with the needs for transport and food for the learnership program.

### 1.3. Challenges

#### a) Personnel

The current staff complement is divided to assist with maintenance of the Wastewater Treatment Works, Industrial effluent treatment land (Klipvlak), Commongage, Pound, Aerodrome, Swimming Pools and at times that of the Dumping Sites.

After several PMS Sessions the suggested organogram is still not in place. This impacts the daily operation of the current works and will definitely require attention with the new upgrade under way.

A learnership program was initiated to train Process Controllers on the NQF 2 Water Care Process Controllers. This proved to be more difficult than initially anticipated. Learners were negative about other issues such as food, traveling and transport issues. The learnership proved to be a learning curve for future training methods.

#### b) Overtime

Due to staff constraints and ageing equipment, overtime is unavoidable. It is suspected that the improvements made during the past financial year will have a great impact on these hours worked.

### 1.4 Conclusion

Despite the many challenges, especially staff shortages, the personnel of the Worcester

Wastewater Treatment Works, under the guidance of Avril Booysen and Christo Cupido have managed to deliver an effective service to the Community. The effluent quality, despite the challenge of an under effective Treatment Facility, was maintained throughout the financial year and did not deteriorate.

## 2 RAWSONVILLE WASTEWATER TREATMENT WORKS

### 2.1 Overview

The Rawsonville Wastewater Treatment Works is situated adjacent to De Nova, Rawsonville. This treatment facility purifies the wastewater generated by Rawsonville, De Nova and the septic tanks from surrounding farms. The facility is performing well and presents an effluent quality that complies with the Special limit with the exception of the Phosphate standard.

The general maintenance of the facility was done under strict supervision of the Supervisor by means of schedules etc. This improved the performance of the plant and the breakages reported decreased. An exceptionally good preventative maintenance program initiated by the Supervisor is acknowledged.

### 2.2 Budget

Rawsonville Wastewater Treatment Works				
Vote Number	Item Description	Amended Budget	Actual Expenditure	% Expenditure
1690710107900	Protective Clothing	2350	2314.73	98.50
1690710208400	Consumable Items	3000	1371.28	45.71
1690710209500	Chemicals	8300	8025.23	96.69
1690710213000	Electricity	86000	63798.73	74.18
1690710222700	Materials and Stores	5230	5203.64	99.50
1690710232100	Telephone Costs	6000	3497.21	58.29
1690710233700	Vehicle Costs	26000	14825.9	57.02
1690710332300	Testing of Water Samples	2500	3082	123.28
1690710336101	Buildings and Land: Buildings	3000	1464.95	48.83
1690710336108	Buildings and Land: Purification Works	52250	31687.16	60.65
1690710336111	Disposal Works: Pumpstations	10000	9600	96.00
1690710336312	Equipment Machinery Equipment	15000	10798.15	71.99
1690710336740	Plant and equipment	21350	35811.81	167.74
<b>Average % expenditure</b>			<b>86.74</b>	

Grey Street pump station in Rawsonville was improved by replacing the ultrasonic sensors. Since the sensors were replaced the pump station performed much better with little complaints from the community. The Jetvac machine cleaned the pump station increasing the capacity of the pump station.

### 2.3 Challenges

#### a) Personnel

The current staff complement includes a worker who is recovering from a stroke. The worker's medical investigation is still not completed. In an attempt to accommodate this worker, he was used as a general worker.

**Overtime** Due to staff constraints, the working of overtime is unavoidable. It is suspected that the improvements made during the past financial year will have a great impact on these hours worked.

## OPERATIONAL SERVICES - Bulk Services

### 2.4 Conclusion

Despite the many challenges, especially staff shortages, the personnel of the Rawsonville Wastewater Treatment Works, under the guidance of Avril Booyen and Abie Pietersen have managed to deliver an effective service to the Community.

## 3 DE DOORNS WASTEWATER TREATMENT WORKS

### 3.1 Overview

The De Doorns Wastewater Treatment Works is situated on the outskirts of De Doorns. This treatment facility purifies the Wastewater generated by De Doorns, as well as septic tanks from surrounding farms including Sandhills and Orchard. The final effluent does not enter the Hex River but is irrigated, by agreement, on the adjacent golf course.

The facility is performing well and presents an effluent quality that complies to the General Standard, as set by the National Water Act, 1998 (act 36 of 1998).

The building of an additional 2 Ml plant was completed during this financial year, which increased the capacity of the plant to 2.8 Ml. The Process Controllers were trained by the designers on-site to maintain and operate the facility. The data capturing presents a problem due to the lack of a computer on site.

During the wet months, the effluent quantity could not entirely be used by the golf course. During this time an agreement with the downstream users enabled the municipality to release part of the effluent (when necessary). This was done by implementing a strict monitoring program of the river as well as the effluent quality at that time.

The general maintenance of the facility was restricted due to a personnel shortage. This shortage was highlighted in a report written to the Director: Operational Services during the middle of the financial year with the new personnel budget for the following year in mind.

### 3.2 Budget

#### De Doorns Wastewater Treatment Works

Vote Number	Item Description	Amended Budget	Actual Expenditure	% Expenditure
1690810107900	Protective Clothing	5220	5179.95	99.23
1690810208400	Consumable Items	1000	134.2	13.42
1690810209500	Chemicals	35600	34632.59	97.28
1690810232100	Telephone Costs	2020	1330.54	65.87
1690810232300		2500	0	0.00
1690810233700	Testing of Water Samples	114950	157310	136.85
1690810336105	Vehicle Costs	10000	3256.81	32.57
1690810336108	Buildings and Land: Grounds and Plots	100000	88309.02	88.31
1690810336111	Buildings and Land: Purification Works	12000	11900	99.17
1690810336112	Disposal Works: Pumpstations	30000	16320.48	54.40
1690810336312	Disposal Works: Effluent Management	20000	8805.86	44.03
Average % expenditure				66.47

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### 4.2 Budget

### Touws River Wastewater Treatment Works

Vote Number	Item Description	Amended Budget	Actual Expenditure	% Expenditure
1690510107900	Protective Clothing Robes	3070	2668.72	86.93
1690510208400	Consumable Items	2000	1923.72	96.19
1690510209500	Chemicals	13000	11786.79	90.67
1690510222700	Materials and Stores	1100	1039.13	94.47
1690510233300	Testing of Water Samples	2510	0	0.00
1690510233300	Vehicle Costs	65000	107349	165.15

The budget was not fully utilised due to the delay in the finalization of the Capital Project. Not all effluent management infrastructures could be acquired.

### 3.3 Challenges

#### a) Personnel

Four Process Controllers were employed during the financial year to maintain and operate the Wastewater Treatment works. The organogram does not indicate these workers or the much needed additional general workers.

Due to the strain and magnitude of the work on the existing personnel, funds were moved from unused budget to a Temporary Staff budget. These funds were then used to employ Temporary Workers throughout the financial year. Temporary Workers were utilised to assist with general maintenance of the Wastewater Treatment Works as well as the Water Treatment Works.

**b) Overtime** Due to staff constraints and ageing equipment, the working of overtime is unavoidable. It is suspected that the improvements made during the past financial year along with the possible employment of process controllers, these hours will lessen.

### 3.4 Conclusion

Despite the many challenges, especially staff shortages, the personnel of the De Doorns Wastewater Treatment Works, under the guidance of Avril Booyen and Edwin Windell have managed to deliver an effective service to the Community. This service can be enhanced by the addition of process controllers as well as the finalisation of the upgrade project.

## 4 TOUWS RIVER WASTEWATER TREATMENT WORKS

### 4.1 Overview

The Touws River Wastewater Treatment Works is situated on the outskirts of Touws River. This treatment facility purifies the Wastewater generated by Touws River, as well as septic tanks from surrounding farms. The final effluent does not enter either of the rivers next to Touws River but is released onto a sand bed. Two adjacent farmers utilise the effluent from the release point for agricultural irrigation purposes.

The facility is performing well and presents an effluent quality that complies to the General Standard, as set by the National Water Act, 1998 (act 36 of 1998). The Suspended solids, stays high, but this is due to a shortage of drying beds during winter. The drying beds are situated in such a way that the sides do not dry with the other sludge, causing drying time to be longer. New sludge handling facilities are needed to ensure effective sludge drying. The general maintenance of the facility was restricted due to a personnel shortage. The supervisor position was filled and reporting structures were set in place to improve data captured on site.

During November 2008 a flood caused by a dam wall breaking upstream from Touws River in the Donkies River caused damages to the Du Plessis Street pump station. The pump needed to be replaced after damage to the pump. The Steenvlet pump station was under water for a period of 2 weeks during the flood. The pumps worked effectively during this time. After the flood debris and stormwater was removed from the pump station. Safety gates were placed at the pump station. The Retirement Home Pump station failed totally during May 2009, due to aged pumps. This pump was replaced using a spare pump from Worcester. This spare pump will need to be replaced in the next financial year.

## OPERATIONAL SERVICES - Bulk Services

Touws River Wastewater Treatment Works					
Vote Number	Item Description	Amended Budget	Actual Expenditure	% Expenditure	
1690510336101	Buildings and Land: Buildings	2000	1987.72	99.39	
1690510336105	Buildings and Land: Grounds and Plots	10000	8869.68	88.70	
1690510336108	Buildings and Land: Purification Works	141000	140616	99.73	
1690510336111	Pumpstations	22250	18485.3	83.08	
1690510336312	Equipment Machinery Equipment	27250	42850.54	157.25	
			<b>Average % expenditure</b>	<b>96.50</b>	

### 4.3 Challenges

#### a) Personnel

Due to the strain and magnitude of the work on the existing personnel, funds were moved from unused budget to Temporary Staff budget. These funds were then used to employ Temporary Workers at the end of the financial year to do the necessary maintenance on the fence and grounds. EPWP workers assisted with much needed ground maintenance throughout the financial year.

#### b) Overtime

Due to staff constraints and ageing equipment, the working of overtime is unavoidable. It is suspected that the improvements made during the past financial year along with the possible employment of process controllers, these hours will lessen.

#### c) Parity

Parity was performed during the beginning of 2008. Although this act placed the workers on the same level as that of the other Process Controllers, it was neglected to also change them to "6-day" workers. This impacted greatly on the budget as these workers still gets paid for working Saturdays. They therefore have an advantage over the workers at the other Wastewater Treatment Works. It has been brought to the attention of the Human Resource department on several occasions, but has not been attended to. Another meeting with the Labour Relations Officer will be held to attempt to rectify the situation.

### 4.4 Conclusion

Despite the many challenges, especially staff shortages, the personnel of the Touws River Wastewater Treatment Works, under the guidance of Avril Booyse, Eugene Smit and Heleen Louw have managed to deliver an effective service to the Community.

Worcester Solid Waste Site					
Vote Number	Item Description	Amended Budget	Actual Expenditure	Expenditure	%
1660610107900	Protective Clothing		2770	2738.88	98.88
1660610208400	Consumable Items		8360	7118.67	85.15
1660610222700	Materials and Stores		2220	2127.43	95.83
1660610223500	Membership: Other Bodies		1050	0	0.00
1660610224500	Office Teas and Meals		320	316.5	98.91
1660610229300	Rentals: Equipment		1303200	1180311	90.57
1660610233700	Vehicle Costs		7500	53542	713.89
1660610336103	Buildings and Land: Fences and Gates		500	247.37	49.47
1660610336105	Buildings and Land: Grounds and Plots		500000	488504	97.70
1660610336312	Equipment Machinery Equipment		10450	7287.58	69.74
			<b>Average % expenditure</b>	<b>140.01</b>	

### 1.3 Challenges

#### a) Personnel

The current staff complement is not enough to pick up and control debris which is blown around by wind to surrounding areas. This in turn adds to the community's complaints. Temporary workers / small contractors were employed at intervals to assist with the clean-up of the area.

## OPERATIONAL SERVICES - Bulk Services

Touws River Transfer station					
	Vote Number	Item Description	Amended Budget	Actual	% Expenditure
1660810208400	Consumable Items	500	0	0.00	
1660810210200	Contractors	24000	20000	83.33	
1660810222700	Materials and Stores	2000	0	0.00	
1660810229300	Rentals: Equipment	2000	0	0.00	
1660810232100	Telephone Costs	4000	0	0.00	
1660810233700	Vehicle Costs	1470	0	0.00	
1660810336101	Buildings and Land: Buildings	2100	600	28.57	
1660810336103	Buildings and Land: Fences and Gates	4000	0	0.00	
1660810336105	Buildings and Land: Grounds and Plots	20000	0	0.00	
1660810336312	Equipment Machinery Equipment	20000	2530.25	12.65	
<b>Average % expenditure</b>				<b>12.46</b>	

### b) Boundary marker

The fence around the dumping site is continuously vandalised and stolen, and cannot be replaced *ad infinitum*. This is the main reason that access control could not be maintained.

#### 1.4 Conclusion

Despite the many challenges, especially staff shortages, the personnel of the Solid Waste Site, under the guidance of Avril Booyens and supervision of Christo Cupido have managed to deliver an effective service to the Community.

### 2 DE DOORNS SOLID WASTE SITE

#### 2.1 Overview

The De Doorns Solid Waste Site is situated on the N2, direction Touws River. The site was upgraded and rehabilitated during this financial year. It still doesn't have a license and will be closed down as soon as a transfer station realises. The farmers and town's people use the site due to a lack of a transfer station.

The site also has a lot of scavenger activity, but is controlled by Mr. Windell and Mrs. Dyasi.

#### 2.2 Budget

This dumping site did not have an operational budget and was maintained under other votes in order to keep the area neat and acceptable.

#### 2.3 Challenges

##### a) Personnel

The current staff complement is not enough to pick up and control the debris which is blown around wind to surrounding areas. Contract workers will be needed to neat the area from time to time in the next financial year, and until such time as a transfer station is build.

#### 2.4 Conclusion

A transfer station is drastically needed for the town. Until such time, the budget for 2009/10 should reflect the need for clearing of the area from time to time.

## 3 RAWSONVILLE SOLID WASTE SITE

#### 3.1 Overview

The Rawsonville Solid Waste Site was situated adjacent to the Wastewater Treatment Works. The site has officially been closed and Rawsonville now has to utilise the Worcester Dumping Site. Unfortunately this site is still being used by several people, due to a lack of a transfer station / drop-off zone for the community and the surrounding farmers.

## 4 TOUWS RIVER TRANSFER STATION (SOLID WASTE HANDLING FACILITY)

#### 4.1 Overview

The Touws River Transfer Station is situated in the centre of Touws River. The transfer station was put out to tender during the previous financial year for a 3 year contract. During December 2008 it came to the Municipality's attention that the contractor who was awarded the project, was in breach of contract as he was not fulfilling his duty. The Municipality employed the current personnel on a contract basis for the remainder of the financial year. The management of the facility needs to be put out to tender again in the next financial year.

#### 4.2 Budget

Due to the lack of proper management by the contractor the budget was under spent.

## OPERATIONAL SERVICES - Bulk Services

### C SWIMMING POOLS (COMMODITIES)

Breede Valley Municipality has three public swimming pools. Two of these are situated in Worcester and the third is situated in Touws River. The pools are available for public use from the 15<sup>th</sup> of September to the 15<sup>th</sup> of April the following year. To optimise the public use of these pools an advert was placed to create an awareness of the swimming pool and to bring to the attention of the community the possibility for community development projects in this area. Several people applied for the use of the De La Bat swimming pool, with less interest in the Grey Street and Touws River Swimming Pools.

General maintenance was carried out at all pools. Both De La Bat and Grey Street Swimming Pools hosted several community development programs such as the Learn to Swim program (Provincial Government) and training for Life Savers.

#### 1 DE LA BAT SWIMMING POOL

##### 1.1 Overview

The De La Bat swimming pool is situated in De La Bat Road, Worcester. This commodity boasts an Olympic sized swimming pool, which is one of but a few in South Africa. A lot of general maintenance was done out of season and several smaller projects were completed in season. These included the grouting of both pools and painting of the main pool. Buildings were painted and the caretaker house was refurbished by removing carpets and skimming wooden floors. The bathroom was also improved. Several training companies utilised the pool for training programs and the Municipality itself had training programs for Lifesavers. 15 Lifesavers qualified by the end of the season.

##### 1.2 Budget

##### De La Bat Swimming Pool

Vote Number	Item Description	Amended Budget	Actual Expenditure	% Expenditure
1511810107900	Protective Clothing	6190	5776.7	93.32
1511810208400	Consumable Items	5000	4391.84	87.84
1511810209500	Chemicals	54720	52825.02	96.54
1511810222700	Materials and Stores	23890	21879.35	91.58
1511810226300	Printing and Stationery	4230	3828.01	90.50
1511810232100	Telephone Costs	10000	10635.67	106.36
1511810233700	Vehicle Costs	5230	3063.69	58.58
1511810336101	Buildings and Land: Buildings	35890	35249.12	98.21
1511810336105	Buildings and Land: Grounds and Plots	23220	21499.69	92.59
1511810336144	Buildings and Land: Swimming Bath	20000	13003.7	65.02
1511810336312	Equipment Machinery Equipment	11710	9800.56	83.69
<b>Average % expenditure</b>			<b>87.66</b>	

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Although the area is well fenced, theft proved to be a problem in season as well as out of season. Another security risk that occurred this year, as in other years, is during the peak season when holiday makers frequent the area etc. To counter this, security personnel were employed during this time. The theft of money from the cashier's office increased and the department should look at increasing security in this area.

##### c) Repair or Replacement of the 10 m diving platform

This pool is one of a few in South Africa which has a 10 m diving platform. Due to the dilapidated state of the diving platform, several competitions were turned away to other venues which had a direct impact on the income generated from the pool.

##### 1.4 Conclusion

Despite the many challenges, especially the lack of trained and qualified life savers, the De La Bat swimming pool delivered an effective service to the community.

#### 2 GREY STREET SWIMMING POOL

##### 2.1 Overview

The Grey Street swimming pool is situated in Grey Street, Worcester. After the advert for use of the swimming pool for community development projects, the following groups utilised the pool for either training or for formal events.

- Provincial = Learn to Swim program
- Western Cape Educational Department = Learn to Swim program
- Department of Social Services = Learn to Swim program

This pool also became a favourite for churches and other community services to use as an "end-of-the-year" function site.

The maintenance included the painting of the pool (which is done annually due to the high costs involved in refurbishment of the pool), painting of the house and administration building. A sprinkler system was installed to ensure the effective water management of the facility. The pump station received a new manifold system, the sand in the filters was replaced and non-working nozzles were replaced simultaneously.

##### 2.2 Budget

Item Number	Item Description	Amended Budget	Actual Expenditure	% Expenditure
1512110107900	Protective Clothing Robes	4370	3615.46	82.73
1512110208400	Consumable Items	1200	892.28	74.36
1512110209500	Chemicals	28670	28432.66	99.17
1512110222700	Materials and Stores	14250	11319.11	79.43
1512110226300	Printing and Stationery	230	31.68	13.77
1512110231700	Support Service Charges	8020	8020	100.00
1512110232100	Telephone Costs	7000	7465.56	106.65
1512110233700	Vehicle Costs	1570	4073.94	259.49
1512110336101	Buildings and Land: Buildings	35100	29056.31	82.78
1512110336105	Buildings and Land: Grounds and Plots	19870	20793.38	104.65
1512110336144	Buildings and Land: Swimming Bath	46700	40761.55	87.28
1512110336312	Equipment Machinery Equipment	34490	35554.72	103.09
<b>Average % expenditure</b>			<b>99.45</b>	

##### 1.3 Challenges Personnel

Although the permanent staff complement is enough to ensure that general maintenance of the commodity is done out of season, the challenge comes when the season opens. Generally seasonal workers are invited back to the pool for this time. The lifesavers, however, are not always available and this year it proved yet again to be a challenge. Learner lifesavers were invited to participate in a training program at a lower wage. Upon completion of the training program, all successful candidates can apply for next year's lifesaver positions at the various pools and resort.

## OPERATIONAL SERVICES - Bulk Services

### 2.3 Challenges

#### a) Personnel

Although the permanent staff complement is enough to ensure that general maintenance of the commodity is done out of season, the challenge comes when the season opens. Generally seasonal workers are invited back to the pool for this time. Lifesavers, however, are not always available and this year it proved yet again to be a challenge. Learner lifesavers were invited to participate in a training program at a lower wage. Upon completion of the training program, all successful candidates can apply for next year's lifesaver positions at the various pools and resort.

#### b) Security

Although the area is well fenced in, theft proved to be a problem in season as well as out of season. Another security risk that occurred this year, as in other years, is during the peak season when holiday makers disrupt the area etc. To counter this, the security personnel were employed during this time.

#### 2.4 Conclusion

Despite the many challenges, especially the lack of trained and qualified life savers, the Grey Street swimming pool delivered an effective service to the community. Many compliments were received throughout the season with particular reference to the tidiness of the venue and the attitude of the personnel at the pool.

## 3. TOUWS RIVER SWIMMING POOL

### 3.1 Overview

The Touws River swimming pool, situated off the main road of Touws River, is a small public pool. In 2006 the facility was very dilapidated but has improved due to very effective maintenance projects. Under the excellent initiatives of the Superintendent during the 2008/9 year the facility improved further. The adjacent "train park" was incorporated into the facility to broaden the community relaxation area.

Successful initiatives included the refurbishment of the other ablution facilities as well as the development of staff facilities within the building. The Supervisor and Cashier area was refurbished which improved staff morale and all these initiatives have had a positive effect at the facility.

The pool is still underutilised in terms of public training programs and use by schools for projects. Basket rooms are the future changes needed for the new season.

### 3.2 Budget

Touws River Swimming Pool					
Vote Number	Item Description	Amended Budget	Actual Expenditure	Expenditure	%
1512410107900	Protective Clothing	1400	1383.41	98.82	
1512410208400	Consumable Items	2000	1184	59.20	
1512410209500	Chemicals	19040	16359.3	85.92	
1512410222700	Materials and Stores	6900	6734.97	97.61	
1512410226300	Printing and Stationery	210	77.13	36.73	
1512410232100	Telephone Costs	5000	3368.27	67.37	
1512410336105	Buildings and Land: Grounds and Plots	34500	44106.61	127.85	
1512410336144	Buildings and Land: Swimming Bath	5450	4560	83.67	
1512410336312	Equipment Machinery Equipment	2430	174.77	7.19	
Average % expenditure					<b>73.82</b>

## OPERATIONAL SERVICES - Bulk Services

### D POUND (COMMODITIES)

Only De Doorns and Worcester still apply these regulations on a regular basis. The animals that are impounded are sent directly to the SPCA as the Municipality does not have the human resources to ensure the correct handling of such a facility. The infrastructure has become dilapidated through years of neglect. An area next to the Worcester WWTW is still available to impound animals for short periods at a time.

#### 1 Budget

There was no budget allocated to the pound for this financial year.

#### 2 Challenges Personnel

a) There are no staff allocated to the Pound at any of the towns within the Breede Valley Municipality. A "commodity" team should be considered to assist with the maintenance on these commodities.

#### b) Infrastructure

There is no infrastructure to perform an effective service in this regard.

#### 1 Budget

1 Budget		Aerodrome			
Vote Number	Item Description	Amended Budget	Actual Expenditure	% Expenditure	
1150610208400	Consumable Items	1000	0	0.00	
1150610221101	Licence Fees	2000	1928	96.40	
1150610222700	Materials and Stores	1160	694.35	59.86	
1150610233700	Vehicle Costs	1050	0	0.00	
1150610336105	Buildings and Land: Grounds and Plots	10000	9838.5	98.39	
1150610336312	Equipment Machinery Equipment	2000	1059.56	52.98	
Average % expenditure		<b>51.27</b>			

#### 2 Challenges

##### a) Staff

There are no staff allocated to the Aerodrome. A "commodity" team should be considered to assist with the maintenance on these commodities.

##### b) Infrastructure

The lights at the aerodrome are not the correct type and should be replaced. The details of the lights were researched by the Electrical department and changes will be done to the lights during 2009. During their annual inspection the CAA also promised to assist in acquiring details of the correct type of light.

**F INDUSTRIAL EFFLUENT LAND (KLIPVLAK)**

The Industrial effluent treatment area is situated on the Robertson road. This area is used by the distilling companies in Worcester for their effluent waste (process by-product).

Due to exceptionally high rainfalls the effluent caused a possible environmental hazard when it mixed with water from a tributary of the Hex River and flowed toward the Breede River. The situation was averted by intervention of the Solomoyo group along with the municipality. Several contingency dams were made, along with diversion channels, to prevent effluent water from flowing to the Breede River.

The lees was removed utilising contractors during the summer months in an attempt to minimise any future pollution of stormwater flowing from the area.

The Solomoyo group presented the MayCo with their suggestion for an upgrade of the area. The MayCo agreed and the process of finalisation of plans etc. is under way.

**1 Budget**

<b>Klipvlak</b>					
<b>Vote Number</b>	<b>Item Description</b>	<b>Amended Budget</b>	<b>Actual Expenditure</b>	<b>% Expenditure</b>	
1690910232100	Telephone Costs	1000	854.83	85.48	
1690910233700	Vehicle Costs	10000	0	0.00	
1690910336105	Buildings and Land: Grounds and Plots	100000	99992.5	99.99	
1690910336112	Disposal works: effluent management	70000	69952.2	99.93	
<b>Average % expenditure</b>				<b>71.35</b>	

**2 Challenges**

**a) Staff**

There are no staff allocated to the Klipvlak. Staff from the Wastewater Treatment Works are employed at the site during the year to assist with the operation of the effluent streams / canals.

**b) Infrastructure**

The fences and house on the Klipvlak were vandalised and theft occurred. Due to the extend of the vandalism and loss through theft, it was decided not to repair / replace the fences. The farmer renting the area for grazing purposes decided to cancel his agreement with Council after several incidents of damage to adjacent vineyards, due to the lack of secure fencing. The building (house) on Klipvlak was vandalised to such an extend that the decision was taken not to repair the house.

**OPERATIONAL SERVICES - Bulk Services**

**G COMMONAGE**

Maintenance and repairs were done to commonage fences throughout the year. An area adjacent to Worcester West was cleared of building rubble and a fire break made. Bush clearing etc. was done in collaboration with Mr. M. Africs and the Parks Department. The entrances to the Langerug pump station and small airplane area behind Langerug was cleared of building rubble and the trees adjacent to the Pioneer High School were cut down in an attempt to dissuade illegal squatting.

<b>Commonage</b>					
<b>Vote Number</b>	<b>Item Description</b>	<b>Amended Budget</b>	<b>Actual Expenditure</b>	<b>% Expenditure</b>	
1151510208400	Consumable Items	200	0	0.00	
1151510222700	Materials and Stores	1760	1435.01	81.53	
1151510233700	Vehicle Costs	1050	534.42	50.90	
1151510336103	Buildings and Land: Fences and Gates	8990	4265.5	47.45	
1151510336104	Buildings and Land: Fire Control	143000	442228.2	309.25	
1151510336105	Buildings and Land: Grounds and Plots	43500	36646.39	84.24	
<b>Average % expenditure</b>				<b>95.56</b>	

## BULK WATER DIVISION

### OPERATIONAL SERVICES - Bulk Services

#### A BULK WATER TREATMENT

The Bulk Water treatment division consists of 5 Water Treatment Works situated at the Stettynskloof Dam, Fairy Glen Dam, Rawsonville, De Doorns and Bok River. The Stettynskloof Dam Water Treatment Works was awarded the Blue Drop award at the National Drinking Water Management Conference in Port Elizabeth. This award represents the hard work done by the personnel at the Water Treatment Works, with special reference to the quality controls in place and data capturing. Although the other Water Treatment Works complied with 98% of the water quality criteria, the lack of sufficient personnel and control measures on the plants caused these works not to be awarded with the Blue Drop.

This award represents the hard work done by the personnel at the Water Treatment Works, with special reference to the quality controls in place and data capturing. Although the other Water Treatment Works complied with 98% of the water quality criteria, the lack of sufficient personnel and control measures on the plants caused these works not to be awarded with the Blue Drop. The contractors involved in the design of the CO2 plant revisited the site and agreed to rectify some of the defects with the assistance of the Municipality. The inlet sieves were maintained by the design company during the final part of the financial year. The road to the plant was partly washed away due to the high rainfalls received during the November 2008 flood. The road was partially repaired. In June the contractor replaced some of the stormwater pipes. Stettynskloof Dam Water Treatment Works received ESKOM electricity during the past financial year. This will increase the plant's ability to maintain the energy needed for the CO2 generation plant. General maintenance (electrical and plumbing) was done to the worker houses on the Stettynskloof Dam site.

Fairy Glen Dam Water Treatment works was well maintained throughout the financial year. The plant experienced difficulty with the effluent quality, but a faulty CO2 injector was identified and repaired. The pH probes assisting the automatic plant to function were replaced. During a break-in, the plant's computer, blower and smaller equipment were stolen from the site. To prevent the future chances of break-ins the division fitted alarms at the Water Treatment Works as well as the various pump stations in Worcester. The pipeline, feeding the works from the Fairy Glen Dam, as well as the road to the dam was severely damaged during the November 2008 floods. The river bed was severely damaged during the floods and contractors were employed to assist with clearing of debris and removal of excess gravel and stones from a landslide occurring higher up in the mountain.

Rawsonville Water Treatment Works was maintained during the financial year. The lack of knowledge and plans of the facility caused several operational problems throughout the year, but still the effluent drinking water standard maintained its compliance to the National Standards. The river structure acting as a 'damming' facility was washed away during the November rains and was rebuilt to ensure water during the summer and to alleviate the use of the boreholes. The need for inflow measurement from the river was acknowledged and will be addressed in the next financial year.

De Doorns Water Treatment Works was maintained during the financial year. Due to a shortage of personnel, the plant could not be operated to its potential. The effluent quality presented problems from time to time due to the lack of personnel on the plant.

The Bok River Water Treatment Works welcomed a new Supervisor during the beginning of 2009. This will enable the Municipality to better manage, maintain and operate the Treatment Works, the Pipeline and the Reservoirs. The Touws River town suffered immensely during the November floods. The town was without water for a period of 3 weeks due to flood damage to the main pipeline supplying the town with drinking water. The town was provided water through assistance of Cape Winelands District Council disaster management division as well as several private companies. The pipeline was repaired, but the road to the Water Treatment Works at Bok River was severely damaged and only repaired during June 2009.

#### 1 STETTYNSKLOOF DRINKING WATER TREATMENT WORKS

##### 1.1 Overview

The Stettynskloof Dam Water Treatment Works was awarded the Blue Drop award at the National Drinking Water Management Conference in Port Elizabeth. This award represents the hard work done by the personnel at the Water Treatment Works, with special reference to the quality controls in place and data capturing. Although the other Water Treatment Works complied with 98% of the water quality criteria, the lack of sufficient personnel and control measures on the plants caused these works not to be awarded with the Blue Drop.

Stettynskloof Dam Water Treatment Works was maintained well throughout the financial year. The contractors involved in the design of the CO2 plant revisited the site and agreed to rectify some of the defects with the assistance of the Municipality. The inlet sieves were maintained by the design company during the final part of the financial year. The road to the plant was partly washed away due to the high rainfalls received during the November 2008 flood. The road was partially repaired. In June the contractor replaced some of the stormwater pipes. Stettynskloof Dam Water Treatment Works received ESKOM electricity during the past financial year; this will increase the plant's ability to maintain the energy needed for the CO2 generation plant. General maintenance (electrical and plumbing) was done to the worker houses on the Stettynskloof Dam site.

##### 1.2 Budget

Stettynskloof Dam Water Treatment Works					
Vote Number	Item Description	Amended Budget	Actual Expenditure	% Expenditure	
1841810107900	Protective Clothing	5550	5483.2	98.80	
1841810208400	Consumable Items	9000	7837.58	87.08	
1841810209500	Chemicals	310000	308042.4	99.37	
1841810213000	Electricity	46000	52279.31	113.65	
1841810222700	Materials and Stores	18320	18159.13	99.12	
1841810223800	Mobile Phones - Official	1200	974.88	81.24	
1841810226500	Printing and Stationery	1000	978.24	97.82	
1841810231500	Subsistence and Transport	27500	15728.31	57.19	
1841810232100	Telephone Costs	7500	2989.03	39.85	
1841810232850	Training/capacity building	2000	1964.19	98.21	
1841810233700	Vehicle Costs	762850	1344480	176.24	
1841810332300	Testing of Water Samples	2500	2165	86.60	
1841810336101	Buildings and Land: Buildings	65000	64931.99	99.90	
1841810336102	Buildings and Land: Catchment Dams	5230	4871.93	93.15	
1841810336105	Buildings and Land: Grounds and Plots	48150	47797.35	99.27	
1841810336312	Equipment Machinery Equipment	306500	306636.4	100.04	
1841810336748	Networks: Bulk/Water/pipeline	100349	73243.86	72.99	
1841810336935	Roads and Streets:	700000	683360	97.62	
				Average % expenditure	<b>94.34</b>

The Capacity building vote was utilised to give internal training and assist with the needs for transport and food for the learnership program.

##### 1.3 Challenges

a) Personnel

The current staff are not sufficient for all outside maintenance of the works and pipeline.

## OPERATIONAL SERVICES - Bulk Services

After several PMS Sessions the suggested organogram is still not in place. This impacts the daily operation of the current works and will definitely require attention with the new upgrade under way.

A Learnership program was initiated to train Process Controllers on the NQF 2 Water Care Process Controllers. This proved to be more difficult than initially anticipated. Learners were negative about other issues such as food, traveling and transport issues. The learnership proved to be a learning curve for future training methods.

### b) Overtime

Due to additional work requirements the working of overtime was unavoidable. All other overtime was minimised through well planned maintenance projects etc.

### 1.4 Conclusion

Despite the many challenges, especially after the November floods, the personnel of the Stettynskloof works under the effective guidance of Hans Groenewald have managed to deliver an effective service to the Community. The Blue Drop AWARD awarded to this plant shows the dedication of the supervisor and his staff and should be applauded.

## 2 FAIRY GLEN DAM DRINKING WATER TREATMENT WORKS

### 2.1 Overview

Fairy Glen Dam Water Treatment works was well maintained throughout the financial year. The plant experienced difficulty with the effluent quality, but a faulty CO2 injector was identified and repaired. The pH probes assisting the automatic plant to function were replaced.

During a break-in, the plant's computer, blower and smaller equipment were stolen from the site. To prevent the future chances of break-ins the division fitted alarms at the Water Treatment Works as well as the various pump stations in Worcester.

The pipeline, feeding the works from the Fairy Glen Dam, as well as the road to the dam was severely damaged during the November 2008 floods. The riverbed was severely damaged during the floods and contractors were employed to assist with clearing of debris and removal of excess gravel and stones from a landslide occurring higher up in the mountain.

### 2.3 Challenges

#### a) Personnel

The current staff are not sufficient for all outside maintenance of the works and pipeline. A handyman / plumber is needed to assist the Superintendent in maintaining the pipeline and pump stations. After several PMS Sessions the suggested organogram is still not in place. This impacts on the daily operation of the current works and will definitely require attention to optimise operation and maintenance.

A Learnership program was initiated to train Process Controllers on the NQF 2 Water Care Process Controllers. This proved to be more difficult than initially anticipated. Learners were negative about other issues such as food, traveling and transport issues. The learnership proved to be a learning curve for future training methods.

### b) Overtime

All other overtime was minimized through well planned maintenance projects etc.

### 2.4 Conclusion

Despite the many challenges, especially after the November floods, the personnel of the Fairy Glen Dam works under the effective guidance of Eben Marais have managed to deliver an effective service to the Community.

## 3 RAWSONVILLE DRINKING WATER TREATMENT WORKS

### 3.1 Overview

Rawsonville Water Treatment Works was maintained during the financial year. The lack of knowledge and plans of the facility caused several operational problems throughout the year, but still the effluent drinking water standard maintained its compliance to the National Standards. The river structure acting as a "damming" facility was washed away during the November rains and was rebuilt to ensure water during the summer and to alleviate the use of the boreholes. The need for inflow measurement from the river was acknowledged and will be addressed in the next financial year.

The works does not have its own personnel corps and all maintenance and operation is done by the Water Network and Wastewater Treatment personnel. Their dedication and willingness to assist at all times is duly noted and appreciated.

### 3.2 Budget

Fairy Glen Dam Water Treatment Works					Rawsonville Water Treatment Works				
Vote Number	Item Description	Amended Budget	Actual Expenditure	%	Amended Budget	Actual Expenditure	%		
Vote Number	Item Description	Amended Budget	Actual Expenditure	%	Vote Number	Item Description	Amended Budget		
1841510107900	Protective Clothing Robes	5510	6051.06	109.82	1841710208400	Consumable Items	3000	1052.43	35.08
1841510208400	Consumable Items	3000	680.6	22.69	1841710209500	Chemicals	10000	9731.94	97.32
1841510209500	Chemicals	390000	317829.8	81.49	1841710222700	Materials and Stores	1000	954.88	95.49
1841510222700	Materials and Stores	20000	16813.15	84.07	1841710226300	Printing and Stationery	100	0	0.00
1841510226300	Printing and Stationery	500	102.58	20.52	1841710232850	Training/capacity building	1000	816	81.60
1841510232100	Telephone Costs	2000	793.56	39.58	1841710233700	Vehicle Costs	10000	17415.8	174.16
1841510233700	Vehicle Costs	86645	230970	266.57	1841710336105	Buildings and Land: Buildings	8000	7682.34	96.03
1841510336101	Buildings and Land: Buildings	0	85.41	100.00	1841710336105	Buildings and Land: Grounds and Plots	10000	7954.91	79.55
1841510336105	Buildings and Land: Grounds and Plots	8090	8086.17	99.95	1841710336108	Buildings and Land: Purification Works	3000	6919.84	230.66
1841510336312	Equipment Machinery Equipment	205180	202153.5	98.52	1841710336312	Equipment Machinery Equipment	5000	4975	99.50
1841510336726	Networks: Canals and Furrows	46357	45313.38	97.75	1841710336726	Networks: Canals and Furrows			
1841510336748	Networks: Bulk Water pipeline	37610	37441.9	99.55					
1841510336935	Roads and Streets:	72468	78048	107.70					
								<b>Average % expenditure</b>	
								<b>94.49</b>	

## OPERATIONAL SERVICES - Bulk Services

### 3.3 Challenges

#### a) Personnel

The water works does not have a sufficient staff complement for maintenance needed on the facility. After several PMS Sessions the suggested organogram is still not in place. This impacts on the daily operation of the current works and will definitely require attention to optimise operation and maintenance.

**b) Overtime**  
All overtime was minimised through well planned maintenance projects etc.

#### 3.4 Conclusion

Despite the many challenges, the workers from other divisions under the guidance of Abie Pietersen and Andre Germishuys managed to deliver a good quality drinking water to the Communities of De Nova and Rawsonville.

## 4 DE DOORNS DRINKING WATER TREATMENT WORKS

### 4.1 Overview

De Doorns Water Treatment Works was maintained during the financial year. Due to a shortage of personnel, the plant could not be operated to its potential. The effluent quality presented problems from time to time due to the lack of personnel on the plant.

The works does not have its own personnel corps and all maintenance and operation is done by the Water Network and Wastewater Treatment personnel. Their dedication and willingness to assist at all times is duly noted and appreciated.

### 4.2 Budget

#### De Doorns Water Treatment Works

Vote Number	Item Description	Amended Budget	Actual Expenditure	Average % Expenditure
1841610209500	Chemicals	15000	5250	35.00
1841610222700	Materials and Stores	1000	485.49	48.55
1841610226300	Printing and Stationery	600	469.8	78.30
1841610233700	Vehicle Costs	10000	4727.6	4.73
1841610336103	Buildings and Land: Fences and Gates	500	391.25	78.25
1841610336105	Buildings and Land: Grounds and Plots	7000	6619.61	94.57
1841610336108	Buildings and Land: Purification Works	10000	8446	84.46
1841610336312	Equipment Machinery Equipment	65000	58805.89	90.47
<b>Average % expenditure</b>		<b>64.29</b>		
<b>Average % expenditure</b>			<b>73.60</b>	

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### 5 BOK RIVER DRINKING WATER TREATMENT WORKS

#### 5.1 Overview

The Bok River Water Treatment Works welcomed a new Supervisor during the beginning of 2009. This will enable the Municipality to better manage, maintain and operate the Treatment Works, the Pipeline and the Reservoirs. Touws River suffered immensely during the November floods. The town was without water for a period of 3 weeks due to flood damage to the main pipeline supplying the town with drinking water. Cape Winelands District Council Disaster Management Division as well as several private companies assisted with the provision of water. The pipeline was repaired, but the road to the Water Treatment Works at Bok River was severely damaged and only repaired during June 2009.

### 5.2 Budget

#### Bok River Water Treatment Works

Vote Number	Item Description	Amended Budget	Actual Expenditure	% Expenditure
1842110107900	Protective Clothing	990	928.7	93.81
1842110208400	Consumable Items	2000	1795.3	89.77
1842110209500	Chemicals	6000	5321.36	88.69
1842110222700	Materials and Stores	3000	2969.44	98.98
1842110226300	Printing and Stationery	600	343.74	57.29
1842110232100	Telephone Costs	4000	3933.88	98.35
1842110233700	Vehicle Costs	200000	23517.1	11.76
1842110336101	Buildings and Land: Buildings	20000	7660.7	38.30
1842110336105	Buildings and Land: Grounds and Plots	5000	4306.73	86.13
1842110336108	Buildings and Land: Purification Works	20000	2082.94	10.41
1842110336200	Maintenance Damsite	10000	6586.01	65.86
1842110336312	Equipment Machinery Equipment	45000	51944.26	115.43
1842110336748	Networks: Bulk Water pipeline	165382	132257.5	79.97
1842110336935	Roads and Streets:	445000	425595.8	95.64
<b>Average % expenditure</b>			<b>73.60</b>	

### 5.3 Challenges

#### a) Personnel

The water works does not have a sufficient staff complement for maintenance needed on the facility. After several PMS Sessions the suggested organogram is still not in place. This impacts on the daily operation of the current works and will definitely require attention to optimise operation and maintenance.

#### b) Overtime

All overtime was minimised through well planned maintenance projects etc.

### 4.3 Challenges

#### a) Personnel

The water works does not have a sufficient staff complement for maintenance needed on the facility. After several PMS Sessions the suggested organogram is still not in place. This impacts on the daily operation of the current works and will definitely require attention to optimise operation and maintenance.

#### b) Overtime

All other overtime was minimised through well planned maintenance projects etc.

### 4.4 Conclusion

Despite the many challenges, the workers from other divisions under the guidance of Edwin Windell managed to deliver a good quality drinking water to the Community of De Doorns.

### 5.4 Conclusion

Despite the many challenges, the workers from other divisions under the guidance of Edwin Windell managed to deliver a good quality drinking water to the Community.

## OPERATIONAL SERVICES - Bulk Services

### BULK METERING, DE WET CANAL & BOREHOLE MONITORING DIVISION

The Bulk Metering, De Wet Canal and Borehole monitoring division is managed by Reggie Walters. This division does not have its own budget and is supported by vote numbers for specific needs at various other divisions like the Fairy Glen Dam, Networks and the Drinking Water Treatment Works.

The Bulk meters are read weekly and reported to the secretary of the division for capturing on a data base. The meters were maintained. A new bulk meter is needed at the Fairy Glen dam as a result of the floods. Due to a lack of finances this will be done during the next financial year.

The De Wet Canal was cleaned using small contractors on several occasions throughout the financial year. A section of the fence next to the N1 was repaired with assistance from the Wastewater Treatment Personnel.

The boreholes should be monitored by Mr. Walters' Section, but due to the lack of personnel a contractor was employed to do the monitoring and reporting. The contractor reported several faults with the data loggers. The report expresses the need for the loggers to be replaced, which will be considered in the next financial year.

### NEKKIES RESORT AND LAKE CHALETS

#### 1.1 Overview

The Nekkies lake chalets were well maintained throughout the year due to an impressive maintenance initiative by the manager of the resort, Mr. F. Swartz. Several units were rented out to contractors on a permanent basis which secured some out of season income for the resort. The use of the Lapa and Conference centre increased in relation to the last financial year.

#### 1.2 Budget

		Nekkies Lake Chalets			
Vote Number	Item Description	Amended Budget	Actual Expenditure	Actual	% Expenditure
1631510107900	Protective Clothing	4092	4022.37	4022.37	98.30
1631510208300	Advertising Costs	5000	0	0	0.00
1631510208400	Consumable Items	2000	1918.46	1918.46	95.92
1631510209500	Chemicals	2460	1033.16	1033.16	42.81
1631510209850	Cleaning Services	105800	100655	100655	95.14
1631510213000	Electricity	131000	80810.48	80810.48	61.69
1631510217150	Healthcare & Hygiene Services	16300	17160.48	17160.48	105.28
1631510219100	Laundry	47000	43995.4	43995.4	93.61
1631510221200	Linnen	16500	14221.84	14221.84	86.19
1631510222700	Materials and Stores	26810	26799.47	26799.47	99.96
1631510223800	Mobile Phones - Official	15900	10189.16	10189.16	64.08
1631510224500	Office Fees and Meals	630	273.27	273.27	43.38
1631510226300	Printing and Stationery	4140	3748.08	3748.08	90.53
1631510227100	Publicity and Newsletters	10000	8189.08	8189.08	81.89
1631510227900	Radio and TV Licences	9420	8628.78	8628.78	91.60
1631510229300	Rentals:Equipment	65700	57653.77	57653.77	87.77
1631510232100	Telephone Costs	65000	69285.4	69285.4	106.59
1631510233700	Vehicle Costs	41800	59306.2	59306.2	141.88
1631510336101	Buildings and Land:Buildings	162000	148420.6	148420.6	91.62
1631510336103	Buildings and Land:Fences and Gates	10000	6282.82	6282.82	62.83
1631510336105	Buildings and Land:Grounds and Plots	37760	21974.95	21974.95	58.20
1631510336111	Disposal Works:pumpstations	3000	2450	2450	81.67
1631510336319	Equipment Machinery Office Machines	4180	1916.75	1916.75	45.86
1631510336550	Internal Labour costs	30000	8777.81	8777.81	29.26
1631510336935	Roads and Streets	52250	52250	52250	100.00
				Average % expenditure	78.24

#### 1.3 Targeted Income

Nekkies Lake Chalets			
Vote Number	Item Description	Target Budget	Actual Expenditure
1631521561000	Breakages	-2000	-2305.31
1631521573500	Miscellaneous Income	-265	-263.16
1631521578000	Rental: Chalets	-1000000	-976409
1631521578500	Rental: Conference Centre	-77690	-84298.2
1631521578800	Rental Lapa	58584	-626336
			Average % target achieved
			105.53

## OPERATIONAL SERVICES - Bulk Services

### 1.4 Challenges

#### a) Personnel

The resorts and lake chalets do not have a sufficient staff complement for maintenance needed on the facility. After several PMS Sessions the suggested organogram is still not in place. This impacts on the daily operation of the resort and lake chalets and will definitely require attention to optimise operation and maintenance.

#### b) Overtime

Overtime is worked due to the structure of the shifts for security guards / gate keepers. Other overtime is worked due to a lack of sufficient personnel to operate and maintain the resort for 24 hours, 7 days a week.

### 1.5 Conclusion

Despite the many challenges, the workers from other divisions, private contractors and the few personnel at the resort and Lake Chalets, under the effective guidance of Fanie Swart, managed to deliver a great service to the local public and the tourists visiting the Breede Valley.

## 2 NEKKIES RESORT

### 2.1 Overview

The Nekkies Resort was well maintained throughout the year due to an impressive maintenance initiative by the manager of the resort, Mr. F. Swartz. Several units were rented out to contractors on a permanent basis which secured some out of season income for the resort.

The use of the Resort for festivals decreased slightly in relation to the last financial year.

### 2.2 Budget

#### 2.3 Targeted Income

Nekkies Resort			
Vote Number	Item Description	Target Budget	Actual Expenditure
1631821556100	Entrance Fees	-300000	-297616
1631821561000	Breakages	-2211	-2986.1
1631821561900	Camping Fees	-198550	-198823
1631821578000	Rental: Chalets	-250000	-231410
<b>Average % expenditure</b>			<b>106.74</b>

### 2.4 Challenges

#### a) Personnel

The resorts and lake chalets do not have a sufficient staff complement for maintenance needed on the facility. After several PMS Sessions the suggested organogram is still not in place. This impacts on the daily operation of the resort and lake chalets and will definitely require attention to optimise operation and maintenance.

#### b) Overtime

Overtime is worked due to the structure of the shifts for security guards / gate keepers. Other overtime is worked due to a lack of sufficient personnel to operate and maintain the resort for 24 hours, 7 days a week.

### 2.5 Conclusion

Despite the many challenges, the workers from other divisions, private contractors and the few personnel at the resort and Lake Chalets, under the effective guidance of Fanie Swartz, managed to deliver a great service to the local public and the tourists visiting the Breede Valley.

Nekkies Resort			
Vote Number	Item Description	Amended Budget	Actual Expenditure
1631810107900	Protective Clothing	3908	3907.8
1631810208300	Advertising Costs	5000	2500.08
1631810208400	Consumable Items	2000	1981.75
1631810209500	Chemicals	29260	27159.38
1631810209850	Cleaning Services	15000	21140
1631810213000	Electricity	83500	63818.47
1631810219100	Laundry	2090	808
1631810221200	Linen	13140	8342.11
1631810222700	Materials and Stores	24500	23700.77
1631810226300	Printing and Stationery	210	198.12
1631810230200	SA Tour Levy	1850	0
1631810232100	Telephone Costs	10000	14503.88
1631810233700	Vehicle Costs	42000	63191.8
1631810336101	Buildings and Land: Buildings	52250	60697.31
1631810336105	Buildings and Land: Grounds and Plots	12250	9928.06
1631810336111	Disposal Works:pumpstations	15000	11790
1631810336312	Equipment Machinery Equipment	20000	9988.89
1631810336319	Equipment Machinery Office Machines	1050	346.49
1631810336935	Roads and Streets	19860	12053.96
<b>Average % expenditure</b>			<b>82.50</b>

## OPERATIONAL SERVICES - Bulk Services

### LABORATORY SERVICES

The Laboratory Services Division is managed by Achmad Kafaar, and consists of a team of 1 Laboratory Chemist (A. Noble) and 1 Laboratory Aid (A. Christiaans). The laboratory delivered a well documented annual report from which extracts are placed in this report.

#### 1.1 Overview

Breede Valley Municipality consists of four different areas, which include the towns of De Doorns, Rawsonville, Touws River and Worcester. As part of acceptable service delivery, the laboratory is responsible for the monitoring of the different wastewater treatment plants (final effluent discharged to the receiving water body as well as different sections within the works), the quality of the potable water delivered to the consumers, the continuous monitoring of the Breede (near Worcester) and the Smalhaar (near Rawsonville) Rivers and monitoring the effluent produced by industries within Worcester.

In addition to the above the laboratory and staff will also play a significant role in the compilation of the documentation required as per Department Water and Environment Affairs' Blue and Green Drop Certification of drinking and wastewater quality respectively.

#### 1.2 Sampling

Sampling points had been identified at the different towns within the Breede Valley Municipality area, namely Worcester, Rawsonville, De Doorns and Touws River. These are found at the Wastewater Treatment facilities, raw water source and end-point users (drinking water), effluent from industries, as well as the Breede and Smalhaar Rivers on the outskirts of Worcester and Rawsonville respectively. This includes both chemical and microbiological analyses of the drinking water and the final effluent discharged by the different wastewater treatment plants in the four different towns.

Drinking water samples for chemical and bacteriological analyses are taken once a month from all four towns. These samples are taken at pre-determined different sampling points which will give a representative idea of the water quality in different parts of that specific town.

Grab samples were collected from Rainbow Chickens, Hextex, the Abattoir and API Cartons. During the last two months, Breede Valley Fruit Processors were also added to this list.

The final effluent produced by the WWTP at Worcester and Rawsonville eventually flows into the Breede and Smalhaar rivers respectively. Therefore proper monitoring of the river is essential to ensure that users downstream of the Wetlands are not adversely affected.

#### 1.3 Process effectiveness

##### 1.3.1 Wastewater Treatment Works

The following graphs indicate the effectiveness of the various wastewater treatment works with regards to the effective removal of constituents such as COD and NH3.

Figure 1:



Figure 2:



Figure 3:



Figure 4:



Figure 5:



Figure 6:



Figure 7:



Figure 8:



Figure 9:



Figure 10:



Figure 11:



Figure 12:



Figure 13:



Figure 14:



Figure 15:

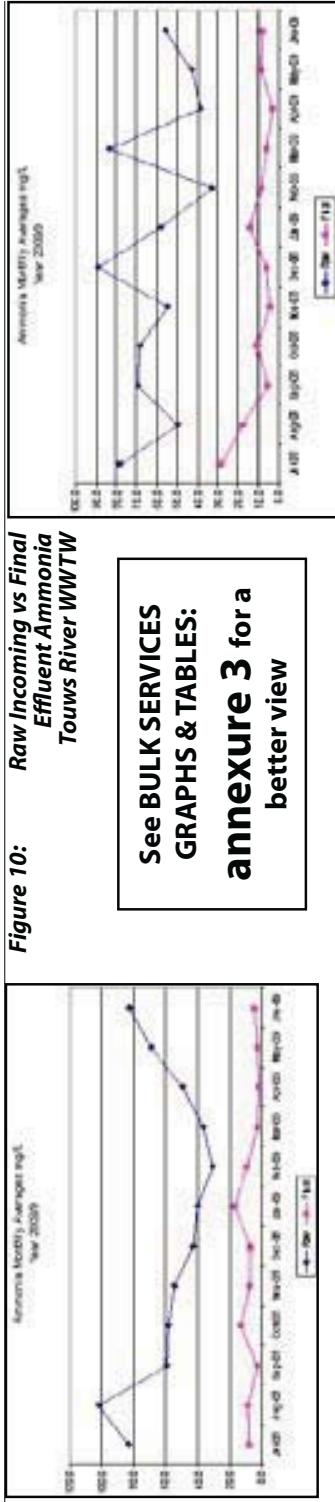


Figure 16:



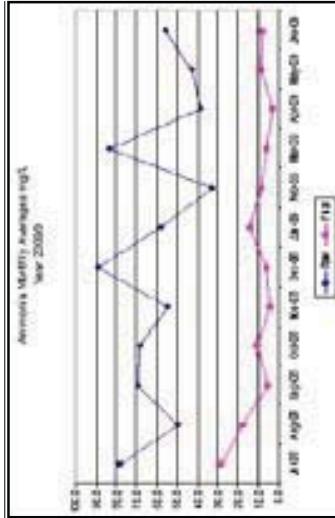
## OPERATIONAL SERVICES - Bulk Services

Figure 6: Raw Incoming vs Final Effluent Ammonia De Doorns Old Plant



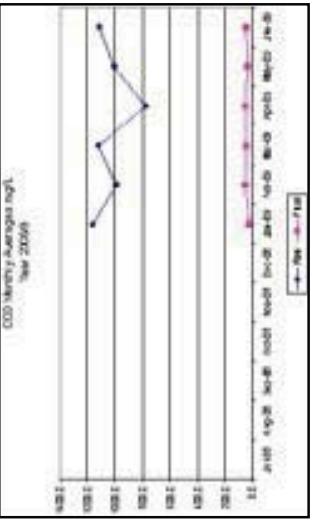
See BULK SERVICES  
GRAPHS & TABLES:  
**annexure 3** for a  
better view

Figure 10: Raw Incoming vs Final Effluent Ammonia Touws River WWTW



See BULK SERVICES  
GRAPHS & TABLES:  
**annexure 3** for a  
better view

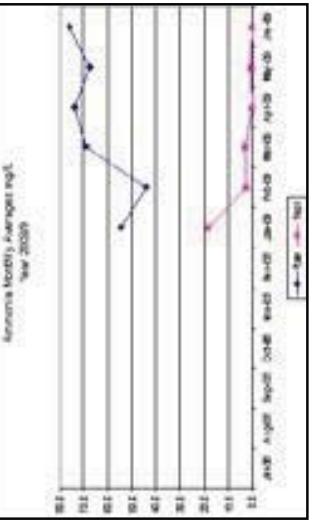
Figure 7: Raw Incoming vs Final Effluent COD De Doorns New Plant



See BULK SERVICES  
GRAPHS & TABLES:  
**annexure 3** for a  
better view

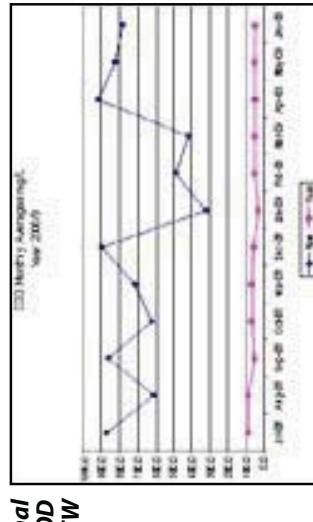


Figure 8: Raw Incoming vs Final Effluent Ammonia De Doorns New Plant



See BULK SERVICES  
GRAPHS & TABLES:  
**annexure 3** for a  
better view

Figure 9: Raw Incoming vs Final Effluent COD Touws River WWTW



See BULK SERVICES  
GRAPHS & TABLES:  
**annexure 3** for a  
better view

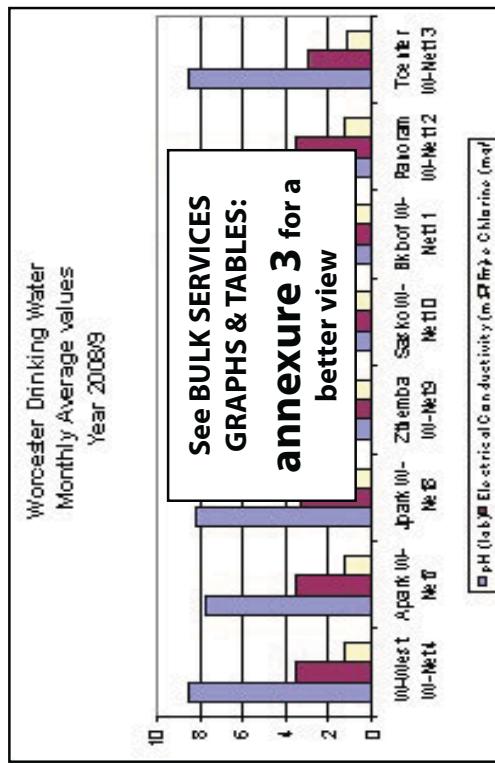
## OPERATIONAL SERVICES - Bulk Services

### 1.3.2 Drinking Water Quality Management (DWQM)

#### 1.3.2.1 Worcester

The average monthly values for the year 2008/9 are given in the Table below.

PARAMETER	W-West W-Net4	Apark W-Net7	Jpark W-Net8	Zthembu W-Net9	Sasko W-Net10	Bkloof W- Net11	Panoram W-Net12	Tcenter W- Net13
pH (lab)	8.49	7.75	8.17	8.04	8.39	8.94	9.16	8.45
Temperature (lab)	20.31	19.65	19.70	20.31	20.12	20.27	19.95	19.99
Electrical Conductivity (mS/m)	3.59	3.46	3.33	3.87	4.04	3.85	3.48	2.93
Total Dissolved Solids (mg/l)	22.98	24.60	21.32	24.76	25.82	24.62	22.28	18.78
Colour APHA Cobalt- Platinum STD	1.18	1.38	1.16	1.15	1.41	1.37	1.58	1.28
Turbidity FTU	0.15	0.20	0.10	0.12	0.21	0.17	0.23	0.17
Total Hardness mg/l	15.45	15.09	15.73	15.45	16.00	27.09	26.82	17.91
Calcium Hardness	10.91	11.18	11.82	11.00	11.80	21.09	20.36	13.45
Magnesium Hardness (calculated)	4.55	3.91	3.91	4.45	4.20	6.00	6.45	4.45
Calcium (calculated) as mg/l Ca	4.37	4.48	4.73	4.40	4.72	8.44	8.15	5.39
Magnesium (calculated) as mg/l Mg	1.10	0.95	0.95	1.08	1.02	1.46	1.57	1.08
Iron	0.05	0.05	0.03	0.04	0.03	0.04	0.03	0.05
Manganese	0.01	0.02	0.01	0.00	0.02	0.01	0.18	0.01
Alkalinity (mg/l CaCO <sub>3</sub> )	10.55	10.64	11.00	11.09	11.50	24.18	24.55	11.91
Chloride (mg/l Cl)	8.91	9.82	9.55	9.90	9.40	9.82	9.82	9.91
Coliforms/ 100 ml	0.00	0.64	0.00	0.00	0.00	0.00	0.00	0.00
E.coli/100 ml	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Free Chlorine (mg/L)	1.25	1.28	1.15	1.21	1.18	1.27	1.27	1.16
PHs	9.85	9.77	9.76	9.80	9.77	9.18	9.29	9.71
Li	-1.07	-1.50	-1.38	-1.49	-1.28	-0.09	0.04	-1.14



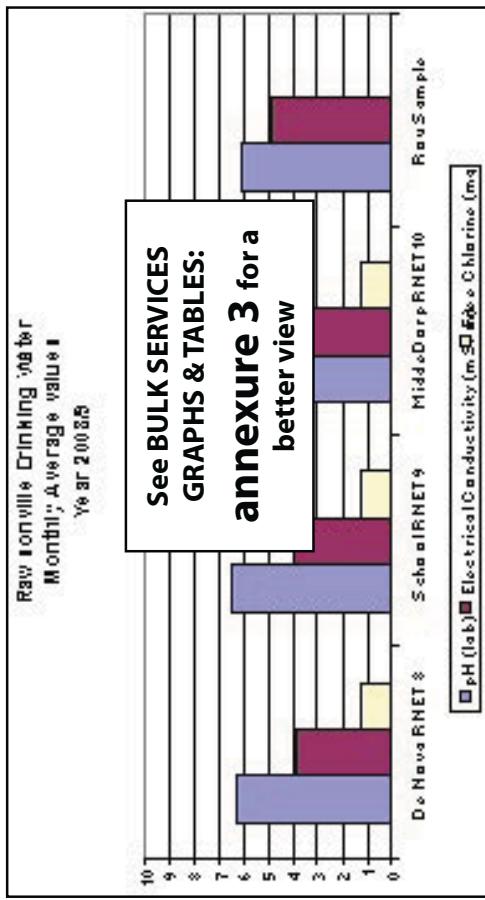
The following graph depicts the Monthly Average pH, Electrical conductivity (mS/m) Free Chlorine (mg/L) values. A comparison is shown between different end-point users in the town of Worcester.

## OPERATIONAL SERVICES - Bulk Services

### 1.3.2.2 Rawsonville

The average monthly values for the year 2008/9 are given in the Table.

PARAMETER	DeNova RNET 8	School RNET 9	Middedorp RNET 10	Raw Sample
pH (lab)	6.3	6.5	6.5	6.1
Temperature (lab)	19.4	19.1	19.5	17.9
Electrical Conductivity (mS/m)	3.9	4.0	4.3	4.8
Total Dissolved Solids (mg/l)	22.1	22.4	24.7	31.0
Colour APHA Platinum-Cobalt std	0.6	0.7	0.9	0.8
Turbidity FTU	0.2	0.3	0.3	0.3
Total Hardness	12.9	11.3	11.9	12.1
Calcium Hardness	9.3	8.2	8.7	8.9
Magnesium Hardness (calculated)	3.2	2.6	2.7	3.3
Calcium (calculated) as mg/l Ca	3.3	2.9	3.2	3.5
Magnesium (calculated) as mg/l Mg	0.8	0.6	0.7	0.8
Iron	0.0	0.0	0.0	0.1
Manganese	0.0	0.0	0.0	0.0
Alkalinity (mg/l CaCO <sub>3</sub> )	7.5	8.3	8.1	7.7
Chloride (mg/l Cl)	10.2	10.2	11.0	12.0
Sulphate (mg/l SO <sub>4</sub> )	1.3	1.0	2.0	1.7
Free Chlorine (mg/L)	1.2	1.3	1.3	0.0
pHs	10.1	10.1	10.1	10.1
Li	-1.1	-0.9	-0.9	-2.2
Total Coliforms per 100ml	0.0	0.0	0.0	0.0
E.Coli per 100 ml	0.0	0.0	0.0	0.0

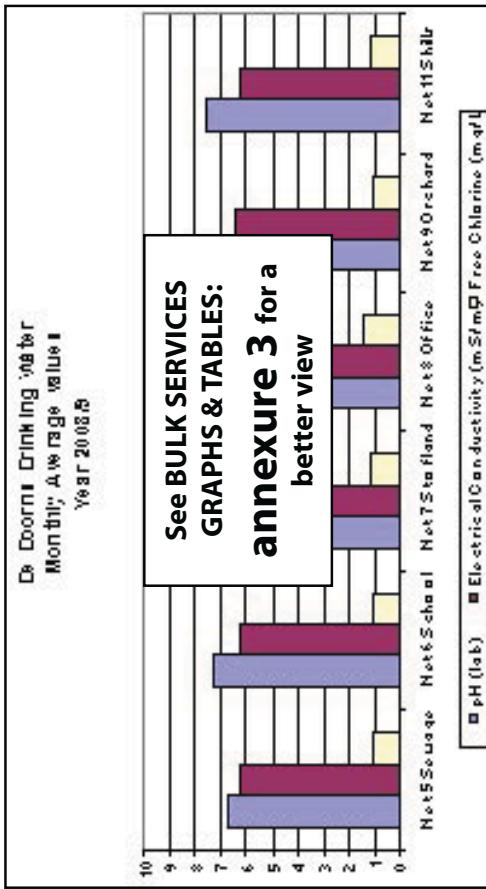


## OPERATIONAL SERVICES - Bulk Services

### 1.3.2.3 De Doorns

The average monthly values for the year are given in the Table

PARAMETER	Net5 School	Net6 Stofland	Net7 Office	Net8 Orchard	Net9 Shills	Net11
pH (lab)	7.2	6.7	7.1	6.7	7.8	7.2
Temperature (lab)	21.3	21.1	21.3	21.3	21.3	21.4
Electrical Conductivity (mS/m)	4.3	4.3	4.2	4.6	4.5	5.0
Total Dissolved Solids (mg/l)	27.7	27.7	27.0	29.3	29.0	32.3
Colour	2.0	1.0	0.9	1.1	1.6	1.1
Turbidity ftu	0.3	0.4	0.1	0.4	0.5	0.4
Total Hardness	12.6	13.8	11.9	13.0	21.8	19.1
Calcium Hardness	8.4	8.9	7.6	8.3	15.8	13.1
Magnesium Hardness (calculated)	4.2	4.8	4.3	4.7	6.0	6.0
Calcium (calculated) as mg/l Ca	3.4	3.6	3.0	3.3	6.3	5.2
Magnesium (calculated) as mg/l Mg	1.0	1.2	1.1	1.1	1.5	1.5
Iron	0.1	0.1	0.1	0.1	0.1	0.1
Manganese	0.0	0.0	0.0	0.0	0.0	0.0
Alkalinity (mg/l CaCO <sub>3</sub> )	6.3	6.6	6.2	7.6	12.4	9.1
Chloride (mg/l Cl)	8.5	8.7	9.3	9.0	8.4	8.0
Sulphate (mg/l SO <sub>4</sub> )	0.7	0.6	1.3	2.0	12.3	4.2
Free Chlorine	1.2	1.2	1.1	1.1	1.0	1.2
pHs	10.2	10.2	10.3	10.2	9.5	9.7
Li	0.4	-0.1	0.2	-0.1	1.5	0.7
E.coli (per 100ml)	0	0	0	0	0	0
Total coliforms (per 100ml)	1	0	1	0	0	0

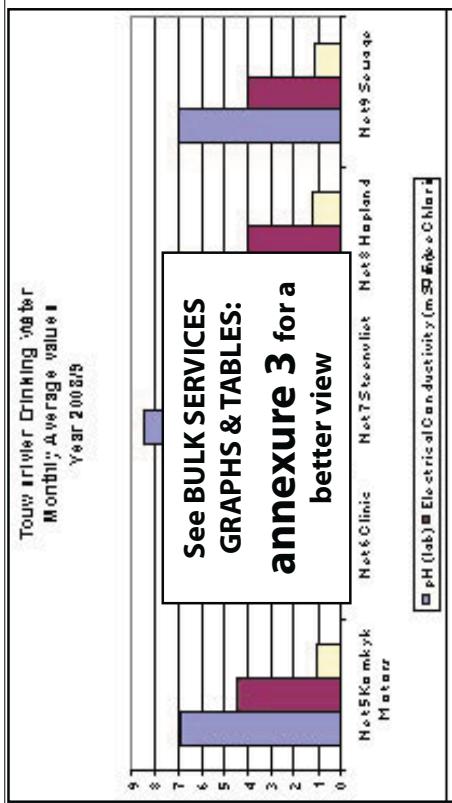


## OPERATIONAL SERVICES - Bulk Services

### 1.3.2.4 Touws River

The average monthly values for the year are given in Table below.

PARAMETER	Net <sup>5</sup> Komkyk Motors	Net <sup>6</sup> Clinic	Net <sup>7</sup> Steenvlei	Net <sup>8</sup> Hopland	Net <sup>9</sup> Sewerage
pH (lab)	6.9	7.1	8.4	7.2	7.0
Temperature (lab)	20.7	19.7	19.7	19.5	19.7
Electrical Conductivity (mS/m)	4.5	5.1	6.6	4.1	4.0
Total Dissolved Solids (mg/l)	28.7	32.8	42.5	26.1	25.6
Colour	1.2	1.0	0.9	1.4	1.3
Turbidity	0.3	0.2	0.3	0.5	0.5
Total Hardness	19.0	19.2	27.7	18.0	17.9
Calcium Hardness	15.4	14.7	22.8	13.3	13.6
Magnesium Hardness (calculated)	3.6	4.6	4.9	4.8	4.3
Calcium (calculated) as mg/l Ca	6.2	5.9	9.1	5.3	5.5
Magnesium (calculated) as mg/l Mg	0.9	1.1	1.2	1.2	1.0
Iron	0.0	0.0	0.1	0.0	0.0
Manganese	0.0	0.0	0.0	0.0	0.0
Alkalinity (mg/l CaCO <sub>3</sub> )	11.9	11.2	18.2	8.6	9.4
Chloride (mg/l Cl)	8.5	9.0	8.7	8.3	8.4
Sulphate (mg/l SO <sub>4</sub> )	0.8	0.5	0.7	0.6	0.8
Total Chlorine	-	-	-	-	-
Free Chlorine	1.1	1.1	1.2	1.2	1.1
pHs	9.6	9.6	9.3	9.8	9.9
Li	-2.5	-2.0	-0.3	-2.7	-2.8
E.coli	0	0	0	0	0

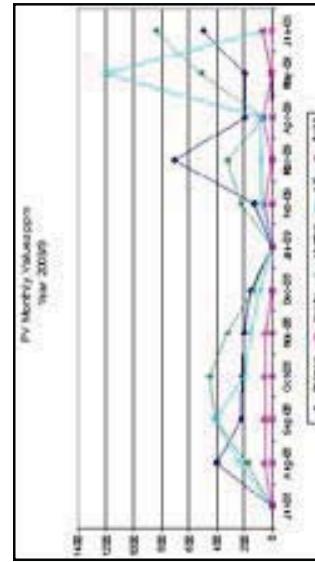


### 1.3.3 Industrial Effluent

Grab samples were taken from the industries during the year 2008/9. Another industry, Breede Valley Fruit Processor (BVFP) was also added to the sampling routine during the latter part of 2008/9.

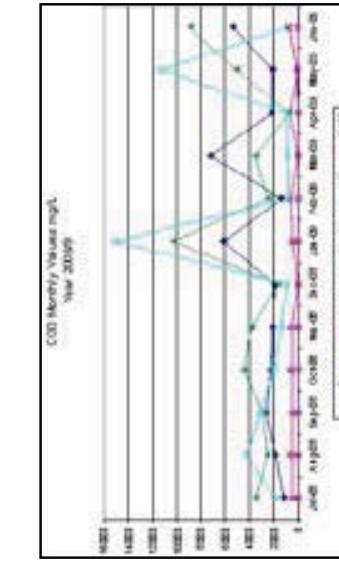
The following graph depicts the Permanganate Value (ppm) for the different industries for period as shown, whilst the next graph depicts the COD (mg/L) for the same period.

#### Permanganate Value: Grab samples



**See BULK SERVICES  
GRAPHS & TABLES:  
annexure 3  
for a better view**

#### COD Values: Grab samples



**See BULK SERVICES  
GRAPHS & TABLES:  
annexure 3 for a  
better view**

### 2 BLUE-GREEN DROP STATUS

The Blue and Green Drop certification is a country-wide initiative of the Department of Water and Environmental Affairs which will reward municipalities (after a stringent evaluation) by announcing that the drinking water that they supply as well as the effluent produced by the wastewater treatment facilities not only complies, but also exceeds the requirements as prescribed by the DEWA.

This is not just a wishy-washy type of exercise but a comprehensive process to ensure that those awarded this status is managing their facilities according to world class standards. However, after achieving this status, local governments must ensure that the same high standards are maintained as this status can be removed if not up to scratch. Therefore it is imperative that the powers-that-be support this initiative wholeheartedly and make resources available as they are needed to ensure that Breede Valley Municipality is THE local government in the country.

Initially an evaluation was done for municipalities during the financial year 2008/9. Both the drinking water and wastewater treatment plants were evaluated, with the drinking water of Worcester receiving [Blue Drop Status](#). However, a vast improvement is needed if we want to achieve the same status for the other plants that resort within the jurisdiction of the Breede Valley Municipality. This CAN be done and a definite plan will be implemented to achieve the required status.

### 3 OPERATIONAL

#### 3.1 Equipment and chemicals

Chemicals and consumables (including glassware) are procured on a regular basis as the need arises. A stock control process is being designed/developed for implementation.

At times the stock of available reagents and chemicals were under severe pressure due to the additional daily monitoring of the new AUSL ponds that became part of the monitoring at the Worcester Waste Water Treatment Plant. In addition to that, the laboratory also supplied the outside wastewater treatment plants outside Worcester with reagents and chemicals in order for them to do basic analyses like nitrate and phosphates.

Additional equipment that was purchased included dissolved oxygen meters, two new water stills for distilled water, Hach photometers as well as chlorine disk kits. This equipment still needs to be distributed to the relevant outside stations.

#### 3.2 Reporting

Analysis results were communicated (via e-mail) to different superintendents for their perusal, with notices given to A. Booyens as well. The laboratory gave these weekly reports as soon as analyses were complete. However, there was the odd miscommunication which will be addressed in the new financial year.

#### 3.3 Staff

Two posts were advertised during the latter part of 2008 and these were filled after the interviews were conducted and a decision made regarding the appointment of the successful applicant. The appointments made were that of an assistant chemist (Ms. Abigail Noble) as well a temporary lab aid (Ms. G.E. Groenewald) for a period of six months (December 2008 – June 2009).

With the temporary Lab Aid's contract ending June 2009, the laboratory will again be short of one staff member. However, for the budget year 2009/10, provision was made for temporary staff remuneration and we will seriously have to think about advertising for a suitable person for a contract of twelve months to be employed. Further motivation for employing such a person is the fact that the "Blue-Green Drop" initiative as driven by the Department of Water and Environment Affairs will put additional strain on the laboratory staff to ensure that the municipality can achieve the required status.

**Training, courses and conferences/seminars attended:**

The laboratory staff attended various courses as well as a national conference. Below is a breakdown of staff and courses attended:

Achmad Kafaar	Wastewater treatment course for managers/supervisor-CPUT Supervisory Course - MDZ Consulting (Pty) Ltd
Abigail Noble	Computer Course – Creative Minds Wastewater treatment course for managers/supervisors-CPUT
Andre Christiaans	Learnership (Wastewater) – continuous basis Environmental Health and Safety Course
Elise Groenwald	Computer Course – Creative Minds eWISA Asset Management – WAM Technologies

**3.4 Budget**

Laboratory Services					
Vote Number	Item Description	Amended Budget	Actual Budget	% Expenditure	%
1691510107900	Protective Clothing	960.00	865.92	90.20	
1691510208400	Consumable Items	6230.00	5357.70	86.00	
1691510209500	Chemicals	36580.00	30319.00	82.88	
1691510222700	Materials and Stores	4920.00	4686.30	95.25	
1691510226300	Printing and Stationery	1250.00	1199.23	95.94	
1691510226900	Professional Services	5450.00	2734.28	50.17	
1691510229300	Rentals: Equipment	3110.00	3107.99	99.94	
1691510231500	Subsistence and Transport	7050.00	2869.35	40.70	
1691510233700	Vehicle Costs	1050.00	1220.23	116.21	
1691510336101	Buildings and Land: Buildings	5000.00	4850.00	97.00	
1691510336312	Equipment Machinery Equipment	2000.00	150.00	7.50	
<b>Average % expenditure</b>				<b>78.34</b>	

**3.5 Conclusion**

The laboratory services forms a critical part of the monitoring of the various divisions within the Bulk Services Department of the Directorate: Operational Services. The staff complement for this service is currently insufficient to create an optimum monitoring environment. Even with the aforementioned challenge Mr. Kafaar and the laboratory staff complimented each division with accurate results and much needed advice to optimise the operating capacity.

**EXECUTIVE SUMMARY**

The Municipality must for each financial year prepare an annual report in accordance with section 121 of the Municipal Finance Management Act (Act 56 of 2003).

**In terms of provincial notice 490/2000 (Provincial Gazette Extraordinary 5590) of 22 September 2000, the former municipalities of De Doorns, Rawsonville, Touws River and Worcester Transitional Councils were dissolved and the Breede Valley Municipality (WC 025) was established and came into effect on 6 December 2000.**

In terms of Clause 152(1) b and d of the Constitution, it is Breede Valley Municipality's objective to ensure the provision of services to communities in a sustainable manner and to promote a safe and healthy environment, respectively. Before-mentioned clearly relates to engineering infrastructure. The challenge was to deliver services (i.e. sanitation, water, electricity, refuse removal, etc.) to all inhabitants of Breede Valley Municipality whilst maintaining infrastructure and developing more economic infrastructure in order to support growth, job creation and prosperity for the 93 000 and more inhabitants.

The Breede Valley Municipality is to an extent reliant on Housing Subsidies and the MLG Grant to provide funding for the supply and upgrading of basic infrastructure to the poor communities in its area. The area has experienced strong growth over the last 8 years. This growth has placed a further burden on the Municipality to provide houses and basic infrastructure, while at the same time trying to address existing backlogs.

Though the Breede Valley Municipality is committed to provide houses and basic infrastructure to the poor, much more funding will be required to meet this commitment. Breede Valley Municipality's MLG allocation for the 2008/2009 financial year was R 11 808,574.00 and was claimed in total during October 2008.

The Civil Engineering Services' amended budget for the 2008/2009 financial year was R 59,191,317.37 of which R 47,294,009.38 (79,90%) was spent by 30 June 2009. During the 2008/2009 financial year approximately 70 local labourers were employed on Civil Engineering Projects. The total number of person days is calculated at 80 263 days. The financial benefit to local labour amounts to R 1,204,786.76. The latter is 2,55% of the capital budget for Civil Engineering Services.

**BACKGROUND OF OPERATIONAL AND CAPITAL BUDGET**

**In terms of provincial notice 490/2000 (Provincial Gazette Extraordinary 5590) of 22 September 2000, the former municipalities of De Doorns, Rawsonville, Touws River and Worcester Transitional Council were dissolved and the Breede Valley Municipality (WC 025) was established and came into effect on 6 December 2000.**

The lack of financial resources combined with the influx of people from other areas and natural population growth has hampered the much needed provision and upgrading of infrastructure to cope with the demands.

The MLG and Housing programmes make a valuable contribution to the funding of infrastructure for the poor communities of Breede Valley Municipality. However, the quantum of funding provided is insufficient to address the current backlogs. Increasing the MLG and Housing subsidy allocations will allow the municipality to address backlogs in a more economical and aggressive manner.

MLG Allocations for the past four (4) financial years are indicated in **table 1** below:

Financial Year	2005/2006	2006/2007	2007/2008	2008/2009	Total
Approved MLG Budget	R 6,324,893	R 6,905,000	R 7,760,000	R 11,808,574	R 32,798,467
Expenditure	R 6,324,893	R 6,905,000	R 7,760,000	R 11,808,574	R 32,798,467
Expenditure as percentage of MLG Budget	100%	100%	100%	100%	100%

All of the MLG funded projects were counter-funded by Breede Valley Municipality's own capital budget. However, insufficient municipal funding severely hampers Breede Valley Municipality's efforts to address the infrastructure backlogs in the poor communities.

Housing Subsidy Allocations for the 2008/2009 and 2009/2010 financial years are indicated in **table 2** below:

Financial Year	2008/2009	2009/2010	Total
DoRA Housing Allocation	R 44,100,000	R 27,000,000	R 71,100,000
Claims to PHDB	R 49,456,206	R 5,724,093	R 55,180,299
Claims as percentage of DoRA Allocation	112%	21%	78%

**Table 2 :Housing Subsidy Allocation**

As depicted in table 2, claims to the amount of R 55,180,299.00 were submitted by Breede Valley Municipality to the Department of Local Government and Housing which comprises 78% of the approved DoRA Housing Allocation for the two successive Provincial Financial years which run to 31 March 2010.

However, insufficient DoRA Housing Allocations still prevents the Breede Valley Municipality from addressing the housing backlogs in the poor communities.

The amended capital budget for the 2008/2009 financial year was R 97,931,370.58 and included the budgets for Civil Engineering Services, Electrical Services and other departments. **Table 3** illustrates the amended capital budget, actual expenditure and expenditure as percentage of budget as certified by the Department Financial Services for the 2008/2009 financial year.

Infrastructure/Sector	Amended Budget Allocation	Actual Expenditure	Expenditure as percentage of Budget
Civil Engineering Services (eg. Water, Sanitation, Roads, Stormwater, etc)	R 59,191,317.37	R 47,294,009.38	79.90%
Electrical Services	R 16,035,450.00	R 15,032,759.60	93.75%
Other Departments	R 22,704,603.21	R 19,174,993.62	84.45%
Total	R 97,931,370.58	R 81,501,762.69	83.22%

**Table 3 :Amended Capital Budget 2008/2009**

The total expenditure to the amount of R 81,501,762.69 reflects 83.22 % of the amended budget. The under expenditure on the capital budget is mainly the result of the low percentage of expenditure on the Department Civil Engineering Services budget which was 60,4%. The expenditure on civil engineering services was R 47,294,009.38 which reflects 79,90 % of the amended budget.

## OPERATIONAL SERVICES - Civil Engineering

**Table 4** below illustrates the Civil Engineering Services' amended capital budget, actual expenditure, savings, under expenditure and percentage of budget as certified by the Department Financial Services for the 2008/2009 financial year. The savings and under expenditure was 0.71% and 19.39% respectively. The under expenditure to the amount of R1,479,781.73 (i.e. Rehabilitation De Wet Canal/De Doorns South of the N1 Bulk Services and Zweletemba Sewer Reticulation, etc.) is mainly due to the award or extension of contracts after the approval of the amended capital budget during February 2009 (Council Resolution C32/2009) which will result in due completion of the projects during the 2009/2010 financial year. In terms of Council Resolution C49/2009 (30 June 2009) by which the final adjustment budget was approved, all project funding on projects which were uncompleted by 30 June 2009, will be transferred to the 2009/2010 financial year's budget.

Amended Budget Allocation	Actual Expenditure	Savings	Under Expenditure
R 59,191,317.37	R 47,294,009.38	R 417,526.26	R 11,479,781.73
100%	79.90%	0.71%	19.39%

### DISCUSSION Projects

Civil Engineering Projects were implemented by the Department Civil Engineering and / or in cooperation with Consulting Engineers who were responsible for the design, tender documentation, site supervision and managing of the projects.

### Cash Flow Estimates

The cash flow estimates submitted to the Directorate: Financial Services were revised on a regular basis by the Department Civil Engineering.

### Delays and Frustrations

- Bulk infrastructure and housing projects can have a big impact in a sensitive area and in many cases the EIA process took much longer than anticipated. It is impossible to predict the time frame for obtaining an ROD. However funds must be kept available so that the project can proceed as soon as an ROD is issued.
- The approval by sector departments took longer than planned, for example the DWAF's approval for water and sanitation projects.
- Long lead times required for the registration and approval of housing projects.
- Long lead times required by the Supply Chain Unit for the award of contracts and issue of official orders.

**Roll-over funding**  
*The amount of R11,479,781.73 was rolled-over to the 2009/2010 municipal financial year.*

### MEDIATION / ARBITRATION

The Hubertech (Pty) Ltd (Claimant) and Breede Valley Municipality's (Defendant) mediation in respect of contract TE 30-2006/2007/E: Upgrading of De Doorns Watewater Treatment Works: Mechanical and Electrical Works entails a claim for Contract Price Adjustment (CPA) which amounts to approximately R247,000.00 (exclusive VAT).

The Breede Valley Municipality took all necessary steps to defend the claim of Hubertech (Pty) Ltd relating to contract price adjustment before one of the following nominated mediators:

• AJ Shelly

actual expenditure, savings, under expenditure and percentage of budget as certified by the Department Financial Services for the 2008/2009 financial year. The savings and under expenditure was 0.71% and 19.39% respectively. The under expenditure to the amount of R1,479,781.73 (i.e. Rehabilitation De Wet Canal/De Doorns South of the N1 Bulk Services and Zweletemba Sewer Reticulation, etc.) is mainly due to the award or extension of contracts after the approval of the amended capital budget during February 2009 (Council Resolution C32/2009) which will result in due completion of the projects during the 2009/2010 financial year. In terms of Council Resolution C49/2009 (30 June 2009) by which the final adjustment budget was approved, all project funding on projects which were uncompleted by 30 June 2009, will be transferred to the 2009/2010 financial year's budget.

The first three days of the hearing were occupied by an *in limine* application by the Claimant (ASLA) challenging the authority of the Defendants (Municipality) representatives. The parties eventually reached an agreement on the matter whereby the Claimant withdrew its application and the matter then proceeded on the merits on Thursday, 24 April 2008. The arbitration hearing adjourned on Friday, 25 April 2008 and commenced on Friday, 29 August 2008. The Arbitrator's ruling is expected during the end of 2009 or early 2010. Provision for this arbitration has been made and was reflected in the 2006/2007 Annual Report in the section "notes to the financial statement" which served before Council in February 2008.

Council will be kept informed about further developments in both matters.

### EMPLOYMENT GENERATION

The Department Civil Engineering endeavours to make use of labour-based construction methods wherever possible. Contract Specifications were drawn up in such a manner to enforce this goal without compromising quality of works.

During the 2008/2009 financial year approximately 70 local labourers were employed on Civil Engineering Projects. The total number of person days is calculated at 80 263 days. The financial benefit to local labour amounts to R 1,204,786.76. The latter is 2.55% of the capital budget for Civil Engineering Services.

(See table on next page.)

## OPERATIONAL SERVICES - Civil Engineering

### Summary of Employment Generation for 2008/2009

Date Revised : 30 June 2009

Project Name	Year	Adult						Youth			TOTAL		
		Male		Female		Male		Female		Male		Female	
Average Man Hour Rate	Hours	Salary	Hours	Salary	Hours	Salary	Hours	Salary	Hours	Salary	Hours	Salary	Hours
De Doorns WwTW	2008	R 9.98	1 191.00	R 11,987.37	0.00	R 0.00	1 492	R 14,891.65	0.00	R 0.00	2,683	R 28,271.02	
Zweletemba	2009	R 15.25	2 0571.22	R 313,711.10	11,246	R 171,507.89	2 5018	R 381,524.42	18,495	R 282,053.03	75,331	R 1,148,796.44	
De Doorns South of N1	2009	R 12.32	915.00	R 4,186.00	394	R 0.00	941	R 20,383.30	0	R 3,150.00	2,250	R 27,719.30	
<b>TOTAL</b>			<b>22677.22</b>	<b>R 329,784.47</b>	<b>11,640</b>	<b>R 171,507.89</b>	<b>27451</b>	<b>R 416,799.37</b>	<b>18,495</b>	<b>R 285,203.03</b>	<b>80,263</b>	<b>R 1,204,786.6</b>	

### CONCLUSION

Since the establishment of the PMU, Breede Valley Municipality has enhanced its ability to manage the MIG funds and has streamlined its reporting processes.

The capital allocations need to be substantially increased to address service backlogs if government is serious about meeting the target dates set by national departments for removing such backlogs.

*Apart from the housing budget, it can be reported that 79,90 % of the Civil Engineering Services' budget for the 2008/2009 financial year was well and timely spent. The Department Civil Engineering Services thus fulfilled its' duties which include the provision of municipal services in the best technical and cost-effective way to residents of Breede Valley Municipality.*

*We trust that the report will meet The Directorate Operational Services' approval. Any further information required can be provided on request.*

*Yours in Cooperative and Good Governance,*

### ANNEXURE OPERATIONAL BUDGET: HOUSING

Project Description	Ward	Department	Budget	Expenditure	% Expenditure
Touws River: Rebuild 8 Houses	1	Housing	R 381,579.00	R 452,129.40	118.49%
Orchards: Sunnyside	4	Civil Engineering Services	R 13,930,823.00	R 11,252,122.63	80.77%
207 Avian Park	14	Civil Engineering Services	R 2,285,786.00	R 238,260.00	10.42%
Zweletemba PHP	16	Housing	R 4,169,140.00	R 4,203,373.69	100.82%
384 Zweletemba	17	Civil Engineering Services	R 700,000.00	R 660,887.81	94.41%
<b>TOTAL</b>			<b>R 21,467,328.00</b>	<b>R 16,806,773.53</b>	<b>78.29%</b>
Housing			R 4,550,719.00	R 4,655,503.09	102.30%
Civil Engineering Services			R 16,916,609.00	R 12,151,270.44	71.83%

## OPERATIONAL SERVICES - Civil Works

### CIVIL WORKS

#### SECTION: DE DOORNS RESPONSIBLE PERSON: CYRIL FREDERICKS

##### ROADWORKS

- Clean up of stormwater channels in Tuin Street.
- Clean up of cana in Retief Street
- Weeding and cleaning of Malherbe Street
- Assist with cleaning of skips
- Assist with cleaning the refuse truck.
- Clean stormwater channel in Glenco Way.
- Patch potholes in Retief, Ruben De Villiers Streets, Rabie Crescent, Pieter Burger, Church Streets and Glenco Way.
- Due to inadequate equipment, very little patchwork (tarring) was completed. The problem has since been addressed and a portion of the potholes have been patched in certain problem areas.
- Poor road surfacing and potholes have been repaired in East and West De Doorns
- Roads workers assisting on refuse truck
- Replace kerbing damaged by burst pipes
- Repair kerbing in De Doorns East
- Repair and clean catchpits in De Doorns East
- Lower kerbing at new entrance – Smiling Valley
- Remove builder's rubble in Bergelie and Biko Streets
- Repairs to manholes and inlets damaged by heavy vehicles

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PARKS

- Weeding of park in Retief Street
- Trimming of grass edges at park in Viljoen Crescent four times per month.
- Cutting of grass at Town entrance.
- Removal of grass cuttings at De Doorns West Sports
- Weeding of park at Malherbe Street
- Work delayed due to a lack of transport
- Irrigation of park once a week
- Irrigation of parks and trees
- Pruning of tree branches on sidewalks in town. Assist with the cutting of grass.
- Remove heaps of waste from streets in De Doorns East.
- Lawnmowing; all lawns properly cut.
- Pruning of trees
- Application of pesticides
- In co-operation with the contractor, Winterbach, a tree has been successfully removed and the upgrading work completed at No 53 Stasiekamp.

##### PARKS TRACTOR / SKIPS

**Gardens :**  
All gardens are neatly cleaned and weeded where possible. Gardens that have weeds are sprayed with herbicides and will be attended to shortly.

**Trees :**  
Trees have been pruned as far as possible, unfortunately the majority of trees have still to be pruned. Due to the lack of transport it is very difficult to keep maintenance on schedule. Due to the unroadworthy condition of the skip tractor, the refuse is heaping up once

again. Worcester (Parks) loaned a truck to De Doorns, but due to their (Worcester – parks) own workload, the truck had to be returned resulting in Orchard not being attended to. The constantly-growing refuse problem cannot be addressed due to a lack of transport.

##### BUILDINGS

- Repairs to toilets at Stofland
- Connection of toilets at Orchard
- Repair taps at MPC
- Transport water to Sandhills – no water due to burst pipes
- Assist with burst pipes and sewer blockages
- Prepare graves every Friday
- Repair pavilions at De Doorns West Sports
- Repair window stays at Library
- Open and close valve at dam everyday
- Survey broken and missing manhole covers and replace.
- Paint pavilion at De Doorns West Sports
- Replace broken windows at De Doorns West Sports
- Repair public toilets

##### DE DOORNS WEST SPORTS

- Clean and maintain terrain daily
- Ensure that toilets are clean and working
- Irrigate lawns weekly
- Remove grass cuttings
- Assist with planting of grass
- Mowing of the lawn at the tennis court and repairing the fence.

##### MPC

- Ensure that terrain is cleaned and maintained
- Ensure that hall and toilets are clean after functions
- Cut grass with weed eater
- Maintain trees on terrain
- Administrative work

##### STORMWATER

- Preparation for tar work in Populier and Violet Streets
- Construct wall for stormwater problem - AME
- Repair and clean catchpits in town (west)
- The stormwater pipe running through erven in Disa Street has been excavated and repaired

##### DIGGER LOADER

- Clean cemetery weekly
- Excavate and tipping of refuse at dump site
- Assist with 4 burst pipes
- Operator assist with driving of refuse truck
- Clean around skips
- Excavate for 3 burst pipes
- Assist with removal of tree and reinstatement work

##### REFUSE REMOVAL TEAM

- Problem with truck preventing effective refuse removal

## OPERATIONAL SERVICES - Civil Works

- Shortage of personnel
- No response on the procedure for Orchard's refuse removal

**STREET SWEEPERS**

- Maintenance being done according to schedule

**WATER & SEWER TEAM**

- There were 13 sewer blockages on the main line.
- 5 Pipe bursts on main line.
- Repair of 14 water leakages
- Sewer maintenance – replace v-bend and 1000mm "T" at toilet in Ekuphumleni. 2 meters lifted
- 10 new water meter connections
- Personnel shortages
- The flexi machine that cleans sewers is broken and its repair would sort out endless problems at the informal settlements
- There were 11 reported mainline blockages
- There were 59 domestic sewer blockages
- One sewer blockage was opened
- There were 9 burst pipes
- There were 17 new water connections
- Two meters were replaced
- 49 toilets were repaired at Stofland. Currently there is a personnel shortage, thus not much time is spent at Stofland

### SEWERAGE TRUCK

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- 94 septic tanks were cleaned in De Doorns
- The truck assisted in Worcester on 6 occasions
- 80 manholes were cleaned.
- The pump of the truck is a big problem as it is often faulty. It has also been reported. Touws River often has to assist, which causes delays in the programme.

### SECTION: TOUWS RIVER RESPONSIBLE PERSON: HELEEN LOUW

#### CEMETERIES – TOWN AND STEENVLIET

- The District Municipality made funding available twice in the 2008 / 2009 financial year in order to appoint a contractor to clean up the two cemeteries.
- Amount of burials in Touws River: Total of 92 ( Steenvliet: 64 and Town: 28)
- The available grave area is very limited and additional space should be urgently looked for.
- The fencing around the cemetery is a constant problem due to damage caused by vandalism.

#### CLEANING OF ILLEGALLY DUMPED REFUSE

Mr Carlo Adams (Worcester – Roads & Cleansing) was so kind to lend a digger loader operator, two drivers and two trucks to remove all the refuse heaps in Touws River.

Currently the above-mentioned team (Worcester) and Mr K. Scheffers are busy now for 2 months and 3 weeks with cleaning of the areas. The town must still be attended to.

A suggestion to combat the illegal dumping of garden refuse in the suburbs would be to arrange an additional garden refuse removal day whereby bags would be given to residents for garden refuse.

Law Enforcement Officers were trained by the Municipality, and, should they implement their training, it would be possible for them to fine persons responsible, thereby discouraging illegal dumping.

#### STORMWATER

Stormwater catchpits were cleaned by contractors just before the rainy season in May 2009. Stormwater pipes that discharge into the rivers were also cleaned by Mr Scheffers and the team from Worcester during May 2009. Massive problems are experienced because refuse is dumped into the stormwater channels which causes rain water to flood over and dam up on private erven.

Stormwater on the corner of Church and Dr Stal Streets is cleaned on a regular basis. The Jervac Machine also cleaned there on several occasions, but it appears as if roots from trees on the erven of the adjacent church have infiltrated the stormwater pipe and are responsible for constant blockages. The church has been approached to cut down the trees. Mr Arries (Worcester – Parks & Recreation) has even offered to provide poison to get rid of the trees and to provide another species of tree to the church. No co-operation has been received from the Church, however, they keep complaining about the water damming up. The condition of the roads is worsening due to the water and no amount of work done will be effective as long as that magnitude of water remains present.

A number of proposals with Business Plans have been submitted (2009/2010):

1. Replace the stormwater line from School Street to Church Street.
2. Extend the stormwater pipe from Hugo Street to prevent refuse being dumped in front of the pipe discharges.

The problems / proposals above could be addressed with the additional garden refuse day if implemented.

#### GROUNDWATER

Countless inspections have highlighted an increase in groundwater in Steenvliet. Most of the water that surfaces from the manhole in Dr Stals Street appears to be groundwater. There are numerous erven in Steenvliet, specifically Lente, Hatting and Uitsig Streets where groundwater is present and the groundwater is now damming up on these erven.

## OPERATIONAL SERVICES - Civil Works

### GENERAL CLEANING PROGRAMME

24 Expanded Public Works Programme (EPWP) beneficiaries were appointed for 6 months until the 30<sup>th</sup> June 2009.

### STREETS

Certain streets and intersections were resealed. However, the issue of potholes still needs to be seriously addressed. A serious lack of personnel causes delays in addressing this issue.

### PARKS

The parks in Touws River need serious attention. The CWDM launched a Greening Project in Touws River, whereby trees were donated. With the assistance of the EPWP group, trees were planted on the islands in President Swart Street. The residents living in that particular street have undertaken to maintain the island.

### TOUWS RIVER SPORTS

The fencing surrounding the Steenvliet Sports Field that was damaged in the floods has still not been repaired. This has resulted in the public walking through the sportgrounds as well as over the cricket pitch.

The fields are irrigated and mowed as required. Urgent attention of the playing surface on the fields at Steenvliet is required. The fields are not level. These sportgrounds do not have pavilions. Boland Cricket Club is not satisfied with the condition of the outfield. The hall at the sportsgrounds cannot be used for functions as a nursery school makes use of this facility.

Even though Touw Park Rugby Field does not belong to Breede Valley Municipality, a huge amount of money is spent on repairs to damages caused by vandalism.

### SEWER NETWORK

The even with septic tanks have been serviced as required and sewer blockages attended to. Assistance was also given to Rawsonville, De Doorns and Worcester as requested.

### WATER NETWORK

The normal maintenance work was carried out on the water reticulation network.

### SECTION: WORKING FOR WATER RESPONSIBLE PERSON: MORTON ARRIES CLOSE DOWN REPORT 2008-2009 FOR WFW WORCESTER PROJECT.

### INTRODUCTION

The Project had a very challenging year due to shortage in personnel and some difficulties in the new Kwaggaskloof project.

### KEY DELIVERY ACHIEVEMENTS

#### 1. Areas Cleared

Clearing was done in Worcester (Rawsonville, De Wet and N1), Breede (Nekkies, Kwaggaskloof (Brandvlei). Only "initials" (1<sup>st</sup> round clearing) was done in Kwaggaskloof and follow ups in Worcester and Breede.

Project	Initial (ha)			Follow-up (ha)		
	Planned	Actual	Variance	Planned	Actual	Variance
Breede	155	38	-117	313	191	60
Worcester	108	17	-91	2243	3206	963
Kwaggaskloof	0	744	506	0	0	0

The initial hectares in Breede and Worcester were less than planned due to wet conditions that were not favourable to work in the area.

#### 2. Job Creation

Planned person days were 9 389. The person days completed were 17 172 - 83% more than planned. There were 296 youths, 369 women and 18 disabled people employed in the project.

#### 3. Training

- All functional training was completed for new contractors.
- First Aid, H&S rep, Chainsaw operator basic, Chipper training, Field Safety and Survival, Herbicide Applicator and plant identification training was completed.
- 232 beneficiaries were trained.

Project	P/day			Expenditure		
	Planned	Actual	Variance	Planned	Actual	Variance
Breede	333	334	1	129 628	166 673	37 044
Worcester	343	318	-25	139429	188 876	49 447

The Breede Valley Municipality completed 96% of person days (p/days). 132% of budget was spent.

#### 4. Expenditure/ Financial Report

A total budget of R4 470 133 was received from DWAF. 87% of the budget was spent.

Project	Budget allocated	Spent	Variance
Breede	671 810	651 279	-20 531
Worcester	920 538	895 041	-25 497
Kwaggaskloof	1 395 349	939 029	456 320
Waboomspruit	653 222	533 227	119 995
IA Fee	311 870	272 123	37 747
Management	517 345	501 587	15 756

## OPERATIONAL SERVICES - Civil Works

### 5. Health And Safety

The project had 2 chainsaw injuries:

- Breede Project, May 2008 (P Peterson – cut on the leg);
- Kwaggaskloof, February 2009 (Nelson Xipu – cut on the foot).

These injuries happened because workers did not follow the safety procedures. There were 11 near misses reported (mostly sightings).

2 falls were reported.

One first aid case was reported.

Breede Valley has 0 stars.

### Corrective Action

Contractors will be training on chainsaw management. More pressure will be placed on contractors to assess the chainsaw operators and make sure they apply the correct safety procedures.

Contractors will be held liable for every incident that could have been prevented.

### 6. Assessments of Project Standards

The project had an average performance. The implementation of WFW in die Breede Valley Municipality's IDP is under construction. Reports on weeds and bio-control has to be done.

Health and Safety standards need to be improved.

### 7. Asset Register

Only one new computer was bought in the year. This register is send to DWAf every month.

### 8. Reasons for Variances

Breede had very wet conditions and initials that were generated could not be worked. The lack of staff support influences the production and workflow.

Delays in contracts generated by DWAf were experienced. Trained workers left the project for seasonal work on farms. Teams were not full and contracts took longer to be completed. Many contracts in Worcester could not be finished in time because they were received too close to the end of the financial year.

Some contracts in Kwaggaskloof were not correctly verified by the consultant and could not be worked. Blocks were too big.

### 9. Corrective Action

3 Contractors (exited) were employed in Kwaggaskloof to assist due the backlog in the project. A Project Manager (PM) will be employed from 1 July 2009.

Preliminary checking of contracts by PM before they go for generation to DWAf.

### 10. Highlights and Achievements

Breedevally Municipality employed exiting contractors: F.Dyers/L.Jacobs – Supervisors; T.Richard – park maintenance (±R80 000); N.Sibozo – pruning of street trees (±R70 000).

WFW was published in the Municipality's monthly newsletter (Kontak), which was distributed with the monthly bills. 3 New contractors have obtained their own transport. All functional training was completed.

Medical examinations were completed.

### 11. Conclusion

All corrective action in Health and Safety and Operations will be implemented in the new financial year. The project performs well overall under difficult circumstances.

### SECTION: CLEANSING RESPONSIBLE PERSON: CARLO ADAMS

### CLEANSING SECTION

Headed by Superintendent, Mr Carlo Adams.

Assisted by Mr Abraham Stengjelie and Mr. David Matsoso as Senior Foreman and Foreman respectively.

Mr. D. Matsoso resigned in February 2009. His position has been filled in an acting basis by both Mr. A.Wehr and Mr. J. van der Westhuizen.

The post has been shortlisted and the process for arranging interviews has started. Four (4) vacant general worker positions have also been filled.

The existing fleet of refuse compactor trucks is coping with our wheelie bin roll-out program, but should be addressed in the new financial year to keep track with the program. The program is well on the way with more than 4000 bins been issued to the following areas: CBD, Langerug, Somerset Park, Victoria Park, Hex Park and Johnson Park.

The introduction of frequent general cleansing contracts resulted in the awarding of more than 60 smaller contracts, each employing 10 people at a time. Illegal dumping was attended to throughout the year, mostly with help of hired trucks and loaders.

The existing smaller Dyna trucks and tractor / bucket carrier combination is on average 65% out of action due to mechanical breakdowns and general ageing - ±15 years.

The department extended its service delivery capacity by the incorporation of Sandhills as part of Breede Valley/Municipality.

Our weekly servicing of the Touws River Waste Transfer Station is running smoothly, even

though the proper allocation of this service point is still in the balance.

The servicing of septic tanks in the rural surrounding areas gets done on a weekly basis.

in basis. Mechanical problems with the sewerage truck are experienced on a weekly basis.

## OPERATIONAL SERVICES - Civil Works

### SECTION: ROADS & STORMWATER RESPONSIBLE PERSON: CARLO ADAMS

#### ROADS & STORMWATER

Headed by Superintendent, Mr. Carlo Adams.  
Assisted by Mr. N. Papier as Foreman. N. Papier resigned in April 2009. His position is still vacant.

Mr J Joseph has been appointed as Supervisor: Roads since June 2009. Two (2) general worker positions have also been filled.

The existing road infrastructure is in an undesirable condition, with pothole forming resulting in major road maintenance and user complaints and claims especially during wet weather conditions. Resurfacing of existing, identified roads has taken place as per the budget and adjustments budget, resulting in some relief to the maintenance operation. Due to adjustment budget grants, small pothole contracts were awarded to help with the backlog of pothole repairs. The adjustments budget also provided for more resurfacing meterage.

An updated pavement management system has recently been tabled and future reseal / rehabilitation projects will be based thereon.

In December 2008 a brand new one tonner LDV with canopy was allocated to the department. Existing vehicles and equipment are out of action, on average 65%, due to poor mechanical condition and general ageing of  $\pm 15$  years.

The Stormwater system gets attended to on a regular basis. Isolated problem areas are frequently identified, inspected and resolved.

To develop and uphold the existing system, a stormwater master/management plan is suggested for the near future.

The Roads Department also took part in the EPWP initiative. A total of 25 workers were allocated to the department and exposed to different Roadworks and Stormwater activities.

### SECTION: PARKS & RECREATION RESPONSIBLE PERSON: MORTON ARRIES

#### Arboriculture

- 1.1 Approximately 50 trees were planted in the Hexpark, Johnsons Park and Zweletemba area. The planting of trees is limited due to insufficient resources to sufficiently maintain newly planted trees.
- 1.2 Normal arboriculture practices such as pruning, watering, felling, etc. of trees were also undertaken during this period. Some 20-40 tree complaints are dealt with on a monthly basis. These figures however are not 100% accurate due to poor capturing systems.

#### Environment: (Landscaping and Weed control)

- 2.1 The second phase of the upgrading of the Garden of Remembrance at Church Square was undertaken. Some 200 indigenous ground covers and shrubs were planted. Vandalism at the garden reduced dramatically after the erection of the fence approximately 2 years ago which formed part of phase 1 of the upgrading.
- 2.2 The entrance to Johnsons Park 1 was landscaped. A combination of trees and groundcovers were planted including the installation of a semi-automatic irrigation system.
- 2.3 Alien vegetation was eradicated along the river from Zweletemba to the back of the Roodewal flats.

#### Pest and Weed control

- 3.1 Routine maintenance (spraying) of infested areas such as drains, manholes, etc. was undertaken to control pests, especially cockroaches.
- 3.2 The routine spraying of herbicide was undertaken alongside main routes in Worcester to eradicate unwanted weeds.

#### Parks (other)

- 4.1 "Total Park" on the Aan De Doorns road was upgraded by planting grass and installing a semi-automatic irrigation system.
- 4.2 A semi-automatic irrigation system was installed at "Gasnat Park" in Johnsons Park.
- 4.3 Some 50 new pop-up sprayers plus a computer was installed in Allister Road, Johnsons Park.
- 4.4 Playing equipment was painted at various play parks.
- 4.5 All broken and worn playing apparatus was removed from parks and repaired if possible.
- 4.6 Normal horticultural maintenance was undertaken at all play parks and open spaces throughout Worcester and Rawsonville, e.g. mowing, watering, cleaning, etc.
- 4.7 Repairs to irrigation systems were done at various parks and open spaces across the Municipal area.

#### Cemeteries

- 5.1 Approximately 1100 funerals were undertaken during this period across the entire Municipal area.
- 5.2 Seventy (70) new graves at the new cemetery in Worcester were built. The graves were lifted slightly (600cm) above ground to avoid the high water table problem at the cemetery. This method proved to be successful as only minor problems were encountered with regards to groundwater afterwards.
- 5.3 Ablution facilities at both Zweletemba and Aan De Doorns Cemeteries were upgraded, but unfortunately, damaged soon afterwards.

## OPERATIONAL SERVICES - Civil Works

SECTION: EXPANDED PUBLIC WORKS PROGRAMME RESPONSIBLE PERSON: RENÉ TOESIE	
<b>6. Sportsfields</b>	<p>6.1 Normal maintenance at the various Sports facilities across the Municipality was undertaken during this period, e.g.</p> <ul style="list-style-type: none"><li>• Mowing of grass</li><li>• Maintenance of buildings</li><li>• Cleaning of sport facilities</li><li>• Irrigation of fields</li><li>• Preparation of fields for sporting events</li><li>• Spring treatment of cricket pitches</li><li>• Spraying of herbicides</li></ul>
	<p>6.2 Three existing tennis courts were resurfaced at Boland Park.</p> <p>6.3 Continuous vandalism at Esselen and Boland Park stadiums is still causing huge problems and posing a major threat to the sustainability of these sports stadiums. The inadequate security measures seem to be one of the major concerns.</p> <p>6.4 The unauthorised utilisation of sporting facilities is still taking place, due mainly to the absence of strict control measures.</p> <p>6.5 The construction of a new soccer field at the Zweletemba Sportstadium was undertaken. The development was made possible with funding from the National Lottery Board in partnership with Boland College.</p>
	<p>The co-operation between operational and administration functions still requires attention to ensure efficient management of sporting facilities.</p>
<b>7. General Personnel</b>	<p>The following new appointments were made:</p> <p><b>174</b></p> <ul style="list-style-type: none"><li>• Mrs. A. Apolis: Administrative Assistant</li><li>• Mr. D. Human: Storeman</li><li>• Mr. P. Gysman: Ass.Foreman (Cemeteries)</li><li>• Mr. L. Truter: Pest Control Official</li><li>• Mrs. L. Kouter: General worker (grave yard)</li><li>• Mr. N. Sass: General worker</li><li>• Mr. E. Arendse: General worker</li></ul> <p>The above appointments were deemed essential for the effective management of the Department. Although more crucial appointments are necessary, regard the first three as a positive kick start for the formation of a competent, effective staff complement.</p> <p>We still face a huge challenge with general discipline in the department.</p> <p>Absence without leave, insubordination and alcohol related incidents are major concerns. This department is taking a zero tolerance approach to employees who continuously do not comply with the code of conduct.</p>

## OPERATIONAL SERVICES - Civil Works

<p><b>Project No 5:</b> <b>Tiling the office of the supervisor at Grey street swimming pool. Current floor covering (Novilon) was old, full of patches and a safety risk.</b></p> <p><b>Objective:</b> To develop skills with regards to laying of ceramic floor tiling.</p> <ul style="list-style-type: none"> <li>a) How to measure areas to calculate the total material needed.</li> <li>b) How to prepare the surface before laying tiles.</li> <li>c) How to handle a tile cutter</li> <li>d) The laying of tiles</li> <li>e) How to apply safety measures.</li> </ul> <p><b>Total cost:</b> R7241.80 (Material and small contractor)</p>	<p><b>Mechanical Workshop</b></p> <p>The service and replacement of brakes on vehicles</p> <p>Tune-up services</p> <p>Services on lights</p> <p>Working on clutches</p> <p>The requirements for preparing heavy vehicles for Roadworthy testing</p> <p>The requirements for Health and Safety and neatness in the Workshop was also demonstrated to the beneficiaries.</p>																		
<p><b>Project No 6:</b> <b>Paint and replacing of gutters of the buildings at Grey street swimming pool. Due to a shortage of funds the buildings have not been not be painted for several years.</b></p> <p><b>Objective:</b> To develop skills with regards to painting and wall repairs.</p> <ul style="list-style-type: none"> <li>a) How to measure areas to calculate the total material needed.</li> <li>b) How to prepare a wall before painting</li> <li>c) How to apply different paint on different areas</li> <li>d) How to install gutters.</li> <li>e) The importance of safe handling of equipment.</li> </ul> <p><b>Total cost:</b> R17 368.04</p> <p><b>Total cost:</b> R7 241.80 (Material and small contractor)</p>	<p><b>Parks and Recreation</b></p> <ol style="list-style-type: none"> <li>1. The clearing of the New Worcester Cemetery</li> <li>2. The clearing of De Wet Cemetery</li> <li>3. The digging of trenches at Worcester North Park for the installation of irrigation (still waiting for materials to complete job)</li> <li>4. Landscaping of the Garden of Remembrance</li> <li>5. Cleaning of Aan De Doorns Cemetery</li> </ol> <p><b>Water &amp; Sewerage</b></p> <ol style="list-style-type: none"> <li>1. How to do a sewer connection.</li> <li>2. Assist with the removal of sewerage from septic tanks.</li> <li>3. Assist with the unblocking of blocked sewers.</li> <li>4. How to do a water connection from a meter.</li> <li>5. What is a valve and hydrant and what are their purposes.</li> <li>6. Location of valves</li> <li>7. Cleaning of valve and hydrant boxes and recording thereof.</li> <li>8. Clearing up after burst pipes.</li> </ol> <p><b>Buildings &amp; Structures</b></p> <ol style="list-style-type: none"> <li>1. Scraping of old paint off walls and roofs.</li> <li>2. Using high pressure jet machine to clean walls and roofs.</li> <li>3. Paint walls and roofs.</li> <li>4. Fill in cracks in walls</li> </ol>																		
<p><b>Project No 7:</b> <b>Tiling the office of the supervisor at Touws River WWTW</b></p> <p><b>Objective:</b> To develop skills with regards to laying of ceramic floor tiling.</p> <ul style="list-style-type: none"> <li>a) How to measure areas to calculate the total material needed.</li> <li>b) How to prepare the surface before laying tiles.</li> <li>c) How to handle a tile cutter</li> <li>d) The laying of tiles</li> <li>e) How to apply safety measures.</li> </ul> <p><b>Total cost:</b> R4 850.00 (Small contractor)(material supplied by wwtw)</p>	<p><b>Expanded Public Works Programme</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Statistics</th> <th style="text-align: right; padding: 2px;">Total</th> <th style="text-align: right; padding: 2px;">%</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Males (Total)</td> <td style="text-align: right; padding: 2px;">69</td> <td style="text-align: right; padding: 2px;">56%</td> </tr> <tr> <td style="padding: 2px;">Females (Total)</td> <td style="text-align: right; padding: 2px;">54</td> <td style="text-align: right; padding: 2px;">44%</td> </tr> <tr> <td style="padding: 2px;">Youth Males</td> <td style="text-align: right; padding: 2px;">33</td> <td style="text-align: right; padding: 2px;">27%</td> </tr> <tr> <td style="padding: 2px;">Youth Females</td> <td style="text-align: right; padding: 2px;">26</td> <td style="text-align: right; padding: 2px;">21%</td> </tr> <tr> <td style="padding: 2px;"><b>Total Persons on Project</b></td> <td style="text-align: right; padding: 2px;"><b>123</b></td> <td style="text-align: right; padding: 2px;"></td> </tr> </tbody> </table>	Statistics	Total	%	Males (Total)	69	56%	Females (Total)	54	44%	Youth Males	33	27%	Youth Females	26	21%	<b>Total Persons on Project</b>	<b>123</b>	
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<p><b>Project 8:</b> <b>Upgrade of the Santa Weida Pumpstation. Pumps cannot cope during heavy rainfalls.</b></p> <p><b>Objective:</b> To develop skills with regards to the following</p> <ul style="list-style-type: none"> <li>a) Raw Sewerage Pump Station Safety Aspects.</li> <li>b) Removal of pumps to clear out rags safely.</li> <li>c) Proper re-installation of pumps to validate guarantee.</li> <li>d) Monitoring of Pumping Cycles.</li> <li>e) Fault finding and identification.</li> </ul> <p><b>Total cost:</b> R192 860.00 (Contractor and material)</p>	<p><b>Upgrade of the Santa Weida Pumpstation. Pumps cannot cope during heavy rainfalls.</b></p> <p><b>Objective:</b> To develop skills with regards to the following</p> <ul style="list-style-type: none"> <li>a) Raw Sewerage Pump Station Safety Aspects.</li> <li>b) Removal of pumps to clear out rags safely.</li> <li>c) Proper re-installation of pumps to validate guarantee.</li> <li>d) Monitoring of Pumping Cycles.</li> <li>e) Fault finding and identification.</li> </ul> <p><b>Total cost:</b> R192 860.00 (Contractor and material)</p>																		

## OPERATIONAL SERVICES - Civil Works

### BREAKDOWN OF AREAS

#### Riverview

Males (Total)	18
Females (Total)	6
Youth Males	3
Youth Females	2
Total Persons on Project	24

#### Roodewal

Males (Total)	12
Females (Total)	17
Youth Males	5
Youth Females	5
Total Persons on Project	29

#### Avian Park

Males (Total)	5
Females (Total)	2
Youth Males	4
Youth Females	2
Total Persons on Project	7

#### Russell Scheme

Males (Total)	2
Females (Total)	1
Youth Males	2
Youth Females	1
Total Persons on Project	3

#### Touws River

Males (Total)	12
Females (Total)	12
Youth Males	8
Youth Females	10
Total Persons on Project	24

#### Rawsonville

Males (Total)	0
Females (Total)	5
Youth Males	0
Youth Females	3
Total Persons on Project	5

The EPWP beneficiaries were divided into the following 3 groups:

**Group 1**  
Work done at the Sewerage Works. Assisted with the daily operations of the plant. Weeding of the terrain. Assisted on the sewerage truck. Assisted with unblocking of sewers.

**Group 2**  
Work done at Touws River Sportsgrounds. Assisted with the maintenance of the sports grounds. Weeding and maintenance of cemetteries and filling of graves.

**Group 3**  
Weeding of sidewalks in town, Rooi Rye, service roads (town), Steenvliet. Filling of potholes with crusher dust in Jane and Martin Luther Streets.

## OPERATIONAL SERVICES - Civil Works

### SECTION: MECHANICAL WORKSHOP RESPONSIBLE PERSON: THEO BEUKES

#### Personnel

Ms. C. Oor was appointed as general worker on the 2<sup>nd</sup> March 2009; unfortunately there is still a shortage of personnel. Currently the staff component consists of the following:

- 2 x Mechanics
- 2 x Semi-skilled Apprentices
- 1 x General Workman
- 1 x General Worker
- 1 x Superintendent

The above personnel are responsible to ensure that ± 300 vehicles and ± 550 machinery and equipment are in a working condition. A new organogram for the Mechanical Workshop was approved by the LLF in April 2007.

#### Workshop Building

With the closing of the area between the Mechanical Workshop and the Fire Station and the motorised gate at the Workshop, theft has been reduced drastically. The painting of the Workshop has not been done due to a lack of funding. We are still experiencing the ground water problem that is infiltrating the pit area.

#### Condition of the Fleet

The oldest vehicle is a 1975 model and this explains why our maintenance cost escalates at an alarming rate. Another concern is the irresponsible manner in which the vehicles, machinery and equipment are being used which results in extremely high (and sometimes unnecessary) maintenance costs.

#### » Our fleet consists of the following:

- 55 x Trucks
- 80 x Bakkies and mini-buses
- 35 x motor vehicles
- 25 x tractors
- 115 x other (Trailers, Bucket carriers etc)

#### » Machinery and equipment:

- Lawnmowers, brushcutters, generators weed eaters etc

#### Some examples of problems that were experienced:

1. BVM 106 (1992 model) – we have been searching for ± 4 years for a window winding mechanism in order for the vehicle to be declared roadworthy. The agents cannot provide us with this part.
2. For the Wright grader (1983 model) in De Doorns, Caterpillar (agent) has recommended that we stop spending money on the grader because the parts have to be imported.
3. We have 2 x Toyota bakkies (Electrical Dept) with body damage (due to delapidation) amounting to ± R 55 000.00.

It is due to age and abuse that our vehicles' condition cannot improve. Our lack of proper and necessary tools and equipment limits the amount of work that can actually be done in the workshop. A Diagnostic Machine will bring about huge savings in auto-electric and general maintenance, as well as time saving.

SECTION: CIVIL ENGINEERING TECHNICIAN RESPONSIBLE PERSON: THEO STEENBERG	OPERATIONAL SERVICES - Civil Works	SECTION: BUILDINGS & STRUCTURES RESPONSIBLE PERSON: RASHIED DOUGLAS
<b>Worcester Cemetery</b>	<ul style="list-style-type: none"> <li>As-builds of existing blocks and graves through detailed survey, training and making use of EPWP employees as survey assistants.</li> <li>New design and drawings of blocks and graves for entire cemetery-6930 graves.</li> <li>GIS mapping for new design as well as as-builds.</li> </ul>	<ul style="list-style-type: none"> <li>Painting of the following buildings: <ul style="list-style-type: none"> <li>Fairbairn Stores</li> <li>Esselen Park Library</li> <li>Hex Park Flats</li> <li>Rawsonville Library</li> <li>De Doorns Municipal Offices</li> <li>Touws River Municipal Offices</li> <li>Touws River Library</li> <li>Worcester Town Hall</li> <li>Electrical Substations</li> <li>Rawsonville Municipal Offices</li> </ul> </li> </ul>
<b>Resealing of Streets Worcester, De Doorns and Touws River</b>	<ul style="list-style-type: none"> <li>112910m<sup>2</sup> – Approximate cost R8 000 000.</li> <li>Visual inspection of streets in problem areas.</li> <li>Prioritized list of streets from visuals.</li> <li>Quality control and supervision of ZEBRA-resealing contractors</li> </ul>	<ul style="list-style-type: none"> <li>Repaired 306 Driveways damaged by burst pipes</li> <li>Built 72 Manholes</li> </ul>
<b>New Muslim Cemetery</b>	<ul style="list-style-type: none"> <li>Survey, design, drawing, and setting out of New Muslim Cemetery in Johnson's Park.</li> <li>110 new graves</li> <li>EPWP Employees trained and used as survey assistants</li> </ul>	<ul style="list-style-type: none"> <li>Repairs and maintenance at 637 Rental Housing units</li> </ul>
<b>Pothole Patching Contracts</b>	<ul style="list-style-type: none"> <li>Identifying, setting out and measuring work done by 7 small contractors.</li> <li>Supervision and quality control.</li> <li>Calculations for weekly payment certificates</li> <li>Training provided to 6 EPWP employees in setting out and measurement.</li> </ul>	
<b>178 Worcester Stormwater Masterplans</b>	<ul style="list-style-type: none"> <li>Compiling SW Masterplan on Civil Designer using existing plans, available info and site inspections.</li> </ul>	

SECTION: WATER & SEWERAGE RETICULATION NETWORKS RESPONSIBLE PERSON: LIONEL LIEBENBERG	OPERATIONAL SERVICES - Civil Works SECTION: RAWSONVILLE RESPONSIBLE PERSON: ANDRÉ GERMISHUYS
<p>Housing complaints completed: 1100. Could have been more but there was a problem with stock of material in stores.</p> <p><b>Pipecracking:</b> ± 6 000m pipe inserted in Meirings Park, Bergsig and Johnsons Park.</p> <p>New sewer connections: 83 New water connections: 73</p> <p>New water meters installed: 15 Bulk Small meters replaced or repaired: 460 Leakages on meters repaired: 216</p> <p>Sewer blockages on mains and domestic : ± 3 983 Specific problem area in Roodeval due to pipes in a bad condition</p> <p>Currently experiencing problems with sewer blockages in the following areas:</p> <ol style="list-style-type: none"> <li>1. Family Hostels</li> <li>2. Avian Park – Rohlhlahlala: stones in manholes and lines</li> <li>3. Manhole covers continuously being stolen</li> </ol> <p>Burst pipe stats for 08/09: ± 665 repaired. Number of repairs to leaks on main water &amp; sewer networks: ± 1 100 Lack of staff, vehicles in a bad condition and other related problems hamper service delivery of this section.</p>	<p>Normal routine maintenance was done in Rawsonville. Problems were experienced in the cleaning of sewerage septic tanks in the informal areas.</p>

## OPERATIONAL SERVICES - Electricity

### ELECTRICITY

During 2008/2009 financial year the Breeede Valley Municipality purchased 317 796 648 kWh of electrical energy for its area of supply, and experienced a non-simultaneous accumulative maximum demand of 58 558 MVA.

The demand was 2.46 % higher than the maximum demand of the previous financial year. The growth in energy purchased from Eskom was higher than forecasted, and was 0.63 % above purchases of the previous financial year.

An improvement of the load factor to 0.71 further contributed to savings on the overall account.

Structural changes to the tariffs were again included in the increase, in the continuation of our process of rationalising existing tariffs in line with the NERSA tariff policy.

The revised connection charge system introduced during the previous financial year, which requires customers to pay a cost reflective portion of the network expansion contribution charges upfront had positive effects on limiting capital expenditure, and consultants and contractors in the industry are now appraising power requirements more accurately.

This reduces unnecessary expenditure and has ensured better utilisation of installed infrastructure.

An amount of R 15 614 650-00 was budgeted for Capital projects for the financial year.

Most of the department's time and energy was used to maintain the 11kV networks in Worcester, De Doorns and Touws River.

### 2008 / 2009 proved interesting with many operational challenges.

Minimum service delivery levels as required per NRS 047 & 048 were maintained throughout to ensure compliance with the NERSA Distribution License criteria.

The skills shortages improved slightly when the staff complement was increased during the second half of the financial year.

The revision of the 5 year operational and systems growth plan indicated that extensive network upgrading and improvement projects would be required over the next five year period, to sustain the continuity of the high and medium voltage networks.

The upgrading will result in extremely high costs which in addition to the high annual increases brought about by Eskom for bulk electricity purchases, could effect the municipality's financial position to offer reasonable tariffs to the community.

Fortunately the adoption of network extension charges and the fact that prospective developers are presently carrying all costs to develop bulk electrical infrastructure with all new service connections, have ensured that costly upgrading could be done without impacting on the current tariff structures.

It was feared that the high costs of upgrading electrical networks to facilitate the addition of new services, could dampen development, but development has continued to increase.

Bulk infrastructure and the town's electrical medium voltage backbone networks were placed under severe strain due to the rapid development on the outskirts of the town. Remedial action was required to shift load by creating alternative open points on the networks after carrying out load flow calculations to optimise load flow.

As a result network upgrading of the primary substation inter connectors between Russell and Somerset Substations should receive priority during the forthcoming financial years to ensure that the growth trend can be maintained.

Effective preventative maintenance from the previous financial years has started to prove successful as the network failure and outage rate during the 2008/9 financial year was reduced.

Network stability due to increased network growth however is starting to become problematic in the CBD.

Interim relief will be possible with the Mountain Mill Substation which has been commissioned and which will be interconnected to relieve the load from the Trappe Street and Somerset Substations.

This arrangement will in turn reduce load from the Russell Street Substation providing temporary but short lived relief to the CBD.

The commissioning of a new 66/11 kV substation for completion before 2010 needs to be considered as a matter of urgency during the 2009 / 2010 financial year to ensure additional capacity can be made available for the strained CBD networks.

The Electrical Services vehicle fleet had performed well during the financial year.

There are however a few vehicles that need to be replaced urgently due to their age and suitability for the functions they are required to perform.

Staff levels have increased and as a result new vehicles are required so the staff can become productive.

One staff member retired and two members were medically boarded.

2 x Senior Electricians, 4 x Artisan Assistants, 2 x General Workers, 1 x Assistant Customer Liaison Assistant and 1 x Operator were appointed at Worcester, and 1 x Operator and 1 x Distribution Official were appointed at Touws River.

A new Customer Services Support Centre was established to facilitate after hour calls on a 24 hours basis as required by NERSA licensing criteria.

The 4 x Service Support Centre Officials were filled on a temporary contractual basis. These posts will be finalised during the new financial years.

During February 2009, the high voltage 66kV equipment failed at Robertson Road Substation. The ensuing explosion resulted in extensive damage to several 66kV units resulting in a shut down of one of the main feeders to the substation.

Repairs could not be carried out immediately due to the unavailability of equipment which had to be manufactured and then imported from overseas.

The age of the equipment at the substation is estimated at 20 years and spares have become obsolete. A budget item has been logged onto the Capital program to replace the units.

Unfortunately the budget process lacks funding and as a result the projects were re-prioritised.

Extensive low voltage overhead mains maintenance was carried out in the Van Riebeek Park area where open and bare copper conductor lines were replaced with Aerial Bundle type conductors.

The change over proved successful as incidents of power failures due to vegetation and trees were minimised during storm situations in the area.

An audit was carried out on the installed geyser relay units on the DSM system.

There were unfortunately a high number of entry failures to properties due to residents not being at home during the audit period.

In an effort to reduce the level of tampering which results in financial losses, the department have continued to implement more stringent revenue protection measures.

Regular low consumption reports were taken from the pre paid revenue management system and sites inspected to establish the reasons for low consumption.

Despite challenges incurred as a result of losing skilled staff and the unavailability of qualified electricians, extensive use of external electrical contractors to assist with the ever growing and

## **OPERATIONAL SERVICES - Electricity**

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Increased workload was made and as a result, the Electrical Services Department continued to deliver the services required from our estimated 25 225 consumers.

Problems encountered throughout the year with Supply Chain Management issues were treated as challenges and resolved as such whilst keeping the undertaking on a sound operational footing.

The Mountain Mill Substation capital works project received priority for completion as the outstanding equipment was delivered during the last week of October 2008. The substation was finally commissioned on 4 November 2008.

Several incidents of conductor theft and vandalism were noted and overhead conductor theft on the medium voltage line to the airfield contributed to additional expenditure to replace the wooden poles with steel units to discourage the cutting down of poles to remove the conductors.

The imminent transfer of Electricity to the REDS should not be considered a threat but rather as a relief mechanism to the municipality as REDS will contribute towards the future growth within the country by pooling resources and revenue generated from electricity sales. The sustained IDP of the Breede Valley Municipality should serve as a motivational mechanism to Council to consider the imminent transfer of the Electrical Services to the REDS.

## OVERVIEW OF ACTIVITIES

## OPERATIONAL SERVICES - Electricity



Festive lighting display in High Street

182



66 kV Switchgear maintenance.

Report Index

1. Executive Summary
2. Breakdowns Logged per Asset Type (YTD)
3. Connection Statistics per Consumer Type (TTD)
4. Bulk Purchase Statistics per Area (YTD)
5. Days Absent per Staff Member (YTD)
6. Staff Availability & Leave % per Leave Type (YTD)
7. Budget per Cost Centre Type (TTD)
8. Capital Projects Progress Report (YTD)
9. Expenditure vs Budget Trend (YTD)
10. Expenditure per Cost Element Type (YTD)
11. Income vs Budget Trend (YTD)
12. Income per Cost Centre (YTD)
13. Work Orders Completed Report per Responsible Section (YTD)
14. Annexure A - Vehicle Availability Report
16. Annexure B - OHS Incident Report
17. Conclusion Report

## OPERATIONAL SERVICES - Electricity

**Executive Summary**  
From: 01/07/2008 To: 30/06/2009

### Staff Availability % with Leave Type %

Staff Availability	84.55%
Absent	0.04%
Annual	8.86%
Compassionate	0.30%
Court Subpoena	0.01%
Injury On Duty	1.32%
Overtime Leave	0.26%
Sick	3.90%
Special Leave	0.01%
Study Leave	0.02%
Union Leave	0.02%
Unpaid Leave	0.71%

### Work Order Status breakdown per Type of Work

		Total to Date 2008/09	Variance to target	Target 2008/09
<b>Ad-hoc Maintenance</b>				
Awaiting Payment		13		
Approved		1		
In Progress		60		
Closed		637		
Cancelled		49		
	<b>760</b>	<b>6%</b>		<b>750</b>
<b>Breakdown Maintenance</b>				
Awaiting Approval		7		
Awaiting Payment		1		
Approved		2		
In Progress		726		
Complete/Awaiting Feedback		1		
Closed		6,796		
Cancelled		71		
Others		3		
	<b>7607</b>	<b>55%</b>		<b>7000</b>
<b>Condition Monitoring</b>				
Awaiting Approval		1		
In Progress		406		
Closed		4,322		
Cancelled		5		
	<b>4734</b>	<b>34%</b>		<b>4800</b>
<b>New Asset</b>				
Awaiting Payment		18		
In Progress		26		
Closed		85		
Cancelled		5		
Others		11		
	<b>145</b>	<b>1%</b>		<b>145</b>

## OPERATIONAL SERVICES - Electricity

					Breakdowns per Asset Type	
<b>Preventive Maintenance</b>			Building		585	7.690%
In Progress	133		Conventional Meters		30	0.394%
Closed	93		DC Supply System		7	0.092%
	<b>226</b>	<b>2%</b>	Distribution Kiosks		946	12.436%
<b>Reactive Maintenance</b>			Flood Lights		20	0.263%
In Progress	8		HV Distribution - Overhead Reticulation/Lines		1	0.013%
	<b>8</b>	<b>0%</b>	HV OSM Switchgear		3	0.039%
<b>Unknown</b>			HV Transformers		1	0.013%
Awaiting Approval	2		LV Distribution - Overhead Reticulation/Lines		2,832	37.229%
Awaiting Payment	1		LV Distribution - Underground Reticulation/Cables		142	1.867%
In Progress	1		Load Control Equipment		88	1.157%
Closed	18		MSI \ Asset Type Scheduling holder		2	0.026%
	<b>22</b>	<b>0%</b>	MV Distribution - Mini Substation		16	0.210%
<b>Upgrade &amp; Modification</b>			MV Distribution - Overhead Reticulation/Lines		49	0.644%
Awaiting Payment	28		MV Distribution - Underground Reticulation/Cables		9	0.118%
Approved	1		MV OCB Switchgear		38	0.500%
In Progress	71		MV Pole Mounted (Auto Re close Unit)		1	0.013%
Complete/Awaiting Feedback	1		MV Pole Transformers		3	0.039%
Closed	157		MV Ring Main Units (RMU)		15	0.197%
Cancelled	4		MV Transformers		5	0.066%
Others	5		Metering Unit		4	0.053%
	<b>267</b>	<b>2%</b>	Pedestrian Crossing		6	0.079%
			Pre Payment Meters		1,799	23.649%
			Printers, Fax Machines, etc.		3	0.039%
New assets including service connections			Standard Intersection		222	2.918%
<b>New Asset</b>			Pump Stations, Electric Motors & Switchgear, Stadium			
Commercial Urban	8		Floodlighting, Internal Reticulation, etc.		62	0.815%
Residential Urban	182		Street Lights		712	9.360%
UNKNOWN	9		Telemetry Equipment		1	0.013%
	<b>199</b>		UNKNOWN		3	0.039%
			Warning Signals		2	0.026%

OPERATIONAL SERVICES - Electricity

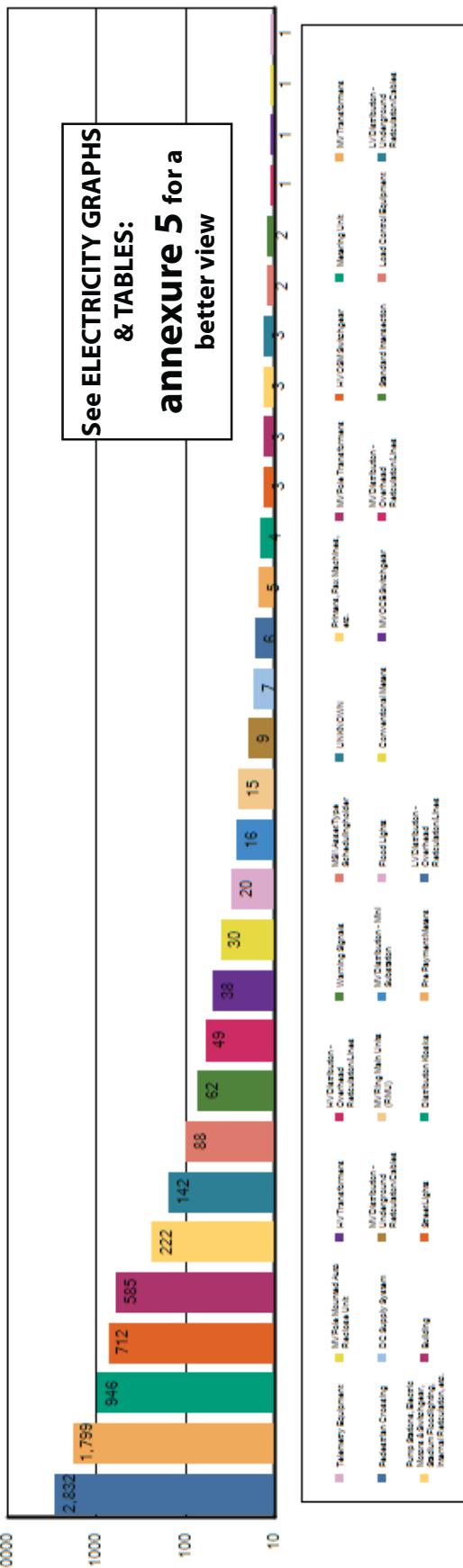
Summary of Budget per Cost Centre Type (extracted from Financial System)					
Code	Description	Amended Budget	Available Budget	Ava% Budget	
<b>Capital</b>					
2153900008201	New Traffic Signals at Durban- & Alice Street Intersection	R 70,000.00	578,01	0.83	
2811200008001	New Assets: 66/11kV Substation (Mountain Mill)	R 8,747,200.00	3,832,72	0.04	
2811200008101	New Assets: MV primary cable (Russell to Somerset Substation)	R 5,480,000.00	250,679,54	4.57	
2811200008201	Electrification LV (De Doorns West Sport field, 34 lots project)	R 152,000.00	6,778,61	4.46	
2811200008301	Electrification LV (Zwelitembwa, 400 lots Mandela Square fill in project)	R 932,100.00	16,741,46	1.80	
2811200008401	Electrification LV (Zwelitembwa, 400 of 1416 lots Mandela Square project)	R 85,850.00	382,20	0.45	
2811200008601	New Assets: Equipment	R 43,200.00	186,59	0.43	
2811200009201	New Assets: Computer Hardware	R 72,300.00	900,44	1.25	
2811200009701	New Assets: Radio Hardware	R 15,800.00	2245	0.14	
2811200009801	New Assets: Office Furniture	R 16,200.00	750,40	4.63	
		<b>R 15,614,650.00</b>	<b>R 280,852.42</b>	<b>1.86</b>	
<b>Maintenance &amp; Repairs</b>					
		1811210229200	Rentals: Data Connections	R 51,760.00	1,323,01
		1811210229300	Rentals: Equipment & Storage	R 25,730.00	5,100.00
				<b>R 3,059,430.00</b>	<b>R 1,864,434.01</b>
					<b>26.77</b>
<b>Wages &amp; Allowances</b>					
		1816010107900	Protective Clothing	R 34,020.00	6,005.55
				<b>R 34,020.00</b>	<b>R 6,005.55</b>
					<b>17.65</b>
		<b>R 29,816,770.00</b>	<b>R 2,908,296.92</b>		<b>11.79</b>
<b>General Expenses</b>					

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OPERATIONAL SERVICES - Electricity

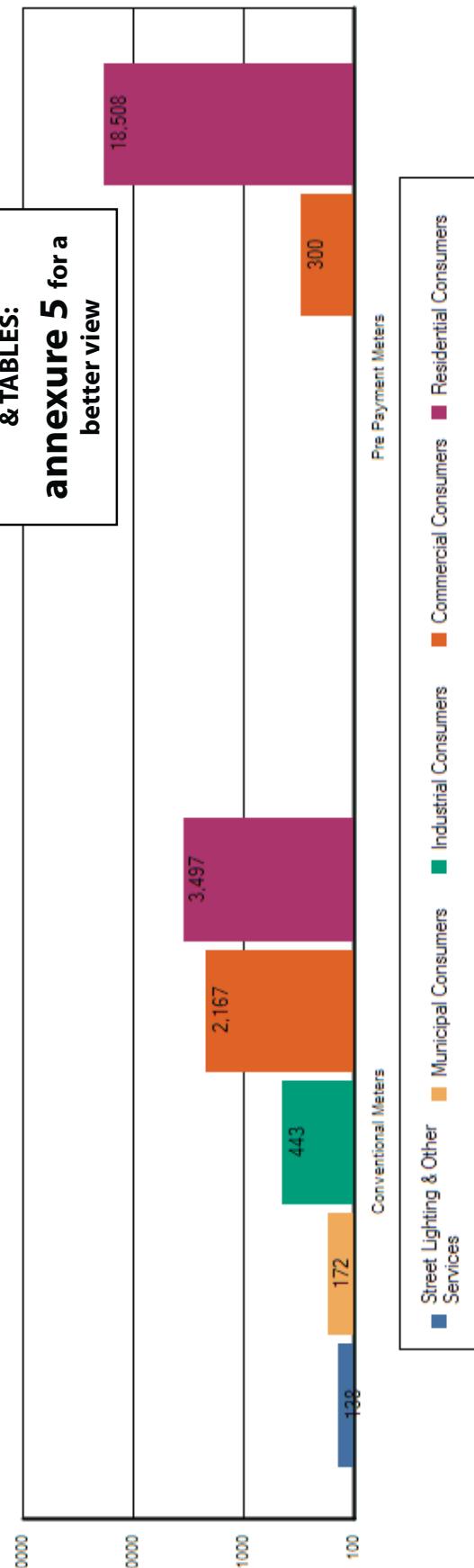
Breakdowns Logged per Asset Type (YTD)  
From: 2008/07/01 To: 2009/06/30

100

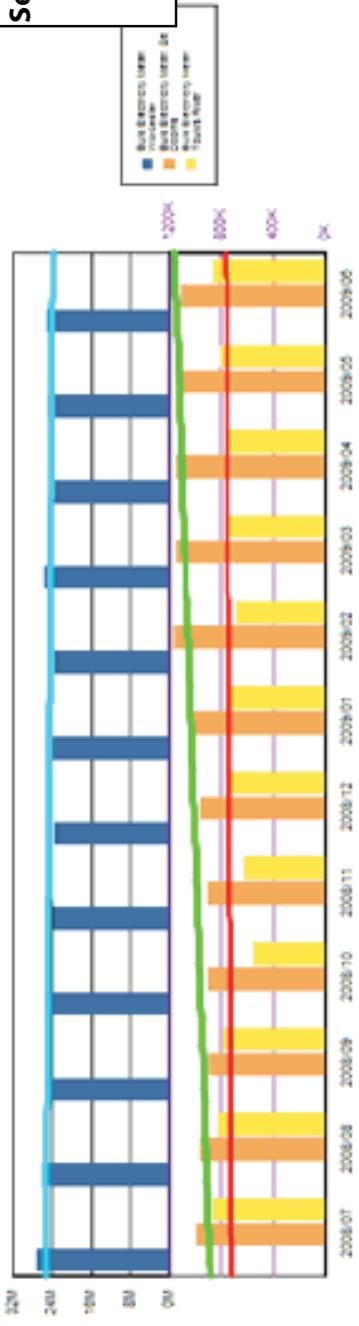


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## Electrical Services database per Consumer Type (TTD)



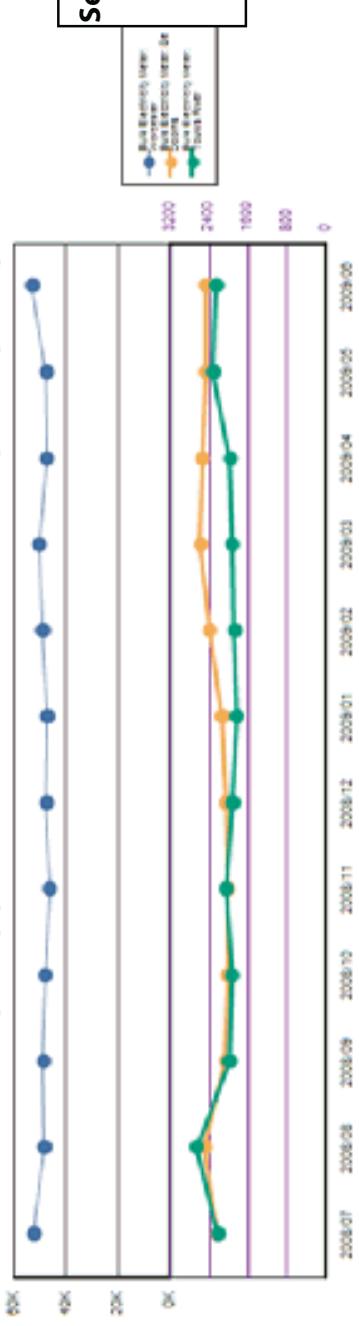
## Electricity Consumption (kWh) per Month &amp; Meter Description (YTD)



See ELECTRICITY GRAPHS & TABLES:

**annexure 5** for a better view

## Demand (kVA) per Month &amp; Meter Description (YTD)



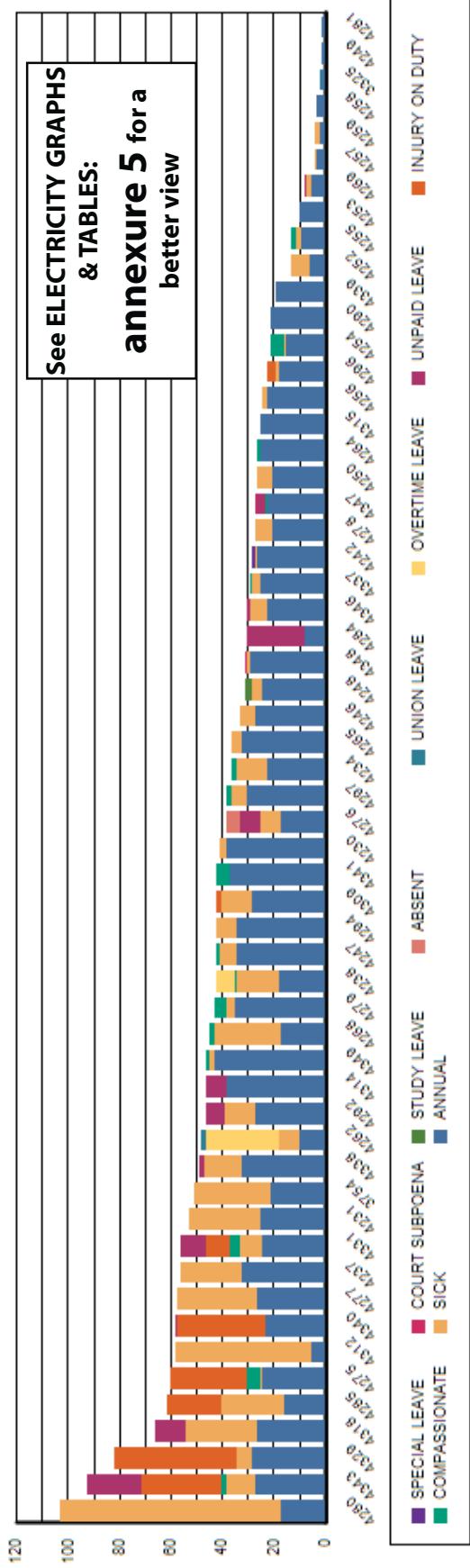
See ELECTRICITY GRAPHS & TABLES:

**annexure 5** for a better view

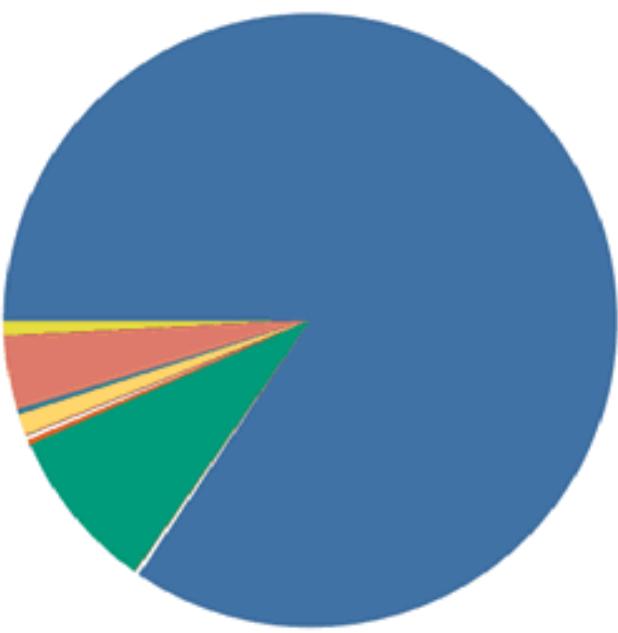
	Total Consumption (YTD)	Average Demand (YTD)	Maximum Demand (YTD)	
24021	Bulk Electricity Meter: Worcester	295,961,000.00	49,216.67	53,300.00
24022	Bulk Electricity Meter: De Doorns	12,306,757.77	2,298.64	2,590.00
24023	Bulk Electricity Meter: Touws River	8,968,000.00	2,090.08	2,668.00

## OPERATIONAL SERVICES - Electricity

Days Absent per Staff Member (YTD)  
From : 2008/07/01 To : 2009/06/30



Staff Availability % (YTD)  
From : 2008/07/01 To : 2009/06/30



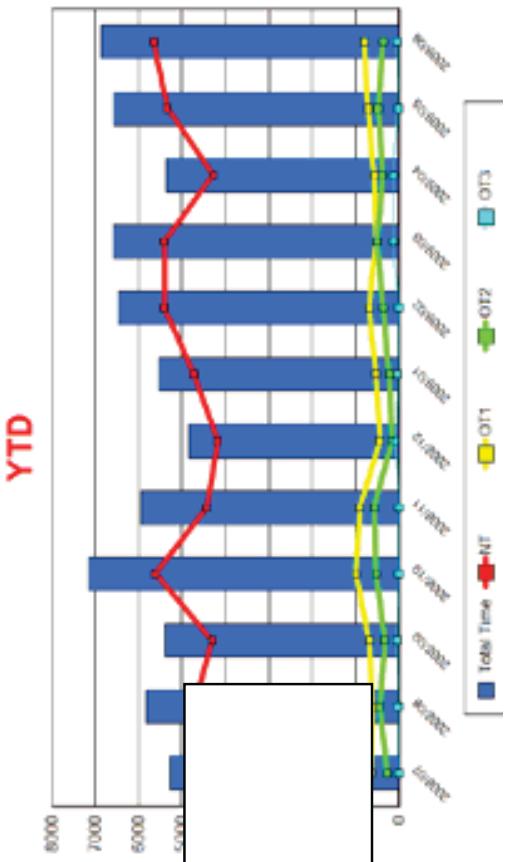
## OPERATIONAL SERVICES - Electricity

Budget per Cost Centre Type (TTD)		Original Budget		Amended Budget		Estimated Cost		Actual Cost		Available Budget		Ava%
Code	Description											
<b>Capital</b>												
2153900008201	New Traffic Signals at Durban - & Alice Street Intersection		R 0.00	R 70,000.00		0.00	69,421.99		57,801	0.83		
2811200008301	New Assets: 66/11kV Substation (Mountain Mill)		R 8,210,900.00	R 8,747,200.00		0.00	8,743,367.28		3,832.72	0.04		
2811200008101	New Assets: MV primary cable (Russell to Sonerset Substation)		R 4,350,000.00	R 5,480,000.00		0.00	5,229,320.46		250,679.54	4.57		
2811200008201	Electrification LV (De Doorns West Sport field, 34 lots project)		R 0.00	R 152,000.00		0.00	145,221.39		6,778.61	4.46		
2811200008301	Electrification LV (Zweletemba, 400 lots Mandela Square fill in project)		R 0.00	R 932,100.00		0.00	915,358.54		16,741.46	1.80		
2811200008401	Electrification LV (Zweletemba, 400 of 1416 lots Mandela Square project)		R 0.00	R 85,850.00		0.00	85,467.80		38,220	0.45		
2811200008601	New Assets: Equipment		R 0.00	R 43,200.00		0.00	43,013.41		18,659	0.43		
2811200009201	New Assets: Computer Hardware		R 0.00	R 72,300.00		0.00	71,399.56		90,044	1.25		
2811200009701	New Assets: Radio Hardware		R 0.00	R 15,800.00		0.00	15,777.55		22,45	0.14		
2811200009801	New Assets: Office Furniture		R 0.00	R 16,200.00		0.00	15,449.60		75,040	4.63		
			<b>R 12,560,900.00</b>	<b>R 15,614,650.00</b>		<b>R 0.00</b>	<b>R 15,333,797.58</b>		<b>R 280,852.42</b>	<b>1.86</b>		
<b>General Expenses</b>												
1811210208400	Consumable Items		R 20,000.00	R 20,000.00		0.00	19,519.95		48,005	2.40		
1811210209900	Connections New/Upgrade		R 500,000.00	R 2,781,500.00		0.00	1,027,699.71		1,753,80.29	63.05		
1811210222700	Consumables & Toiletries		R 32,350.00	R 26,350.00		0.00	22,016.77		4,333.23	16.44		
1811210226300	Printing & Stationery		R 25,890.00	R 29,390.00		0.00	28,072.07		1,317.93	4.48		
1811210226900	Professional Services		R 250,800.00	R 124,700.00		0.00	26,620.50		98,079.50	78.65		
1811210229200	Rentals: Data Connections		R 29,260.00	R 51,760.00		0.00	50,436.99		1,323.01	2.56		
1811210229300	Rentals: Equipment & Storage		R 5,230.00	R 25,730.00		0.00	20,630.00		5,100.00	19.82		
			<b>R 863,530.00</b>	<b>R 3,059,430.00</b>		<b>R 0.00</b>	<b>R 1,194,995.99</b>		<b>R 1,864,434.01</b>	<b>26.77</b>		
<b>Maintenance &amp; Repairs</b>												
1153610336729	Public Lighting		R 588,000.00	R 838,000.00		0.00	773,539.75		64,460.25	7.69		
1153610336749	Decorative Lighting		R 200,000.00	R 200,000.00		0.00	110,213.85		89,786.15	44.89		
1810310336315	Information Technologies: Software		R 2,930,000.00	R 150,000.00		0.00	149,216.95		78,305	0.52		
1811210336101	Administration & Distribution Buildings		R 20,000.00	R 125,000.00		0.00	108,068.66		16,931.34	13.55		
1811210336103	Security Services		R 60,000.00	R 13,500.00		0.00	13,500.00		0.00	0.00		
1811210336109	HV Distribution & Networks		R 552,810.00	R 1,142,810.00		0.00	978,283.63		164,526.37	14.40		
1811210336311	Communication & Telemetry		R 62,700.00	R 70,700.00		0.00	67,103.18		3,596.82	5.09		
1811210336312	Distribution Equipment		R 52,250.00	R 78,750.00		0.00	69,572.65		9,177.35	11.65		
1811210336318	MV Distribution & Networks		R 2,100,660.00	R 2,385,660.00		0.00	2,300,748.30		84,911.70	3.56		
1811210336322	Safety		R 10,450.00	R 9,950.00		0.00	7,764.70		2,185.30	21.96		
1811210336727	Metering		R 1,437,300.00	R 3,842,300.00		0.00	3,815,944.29		26,355.71	0.69		
1811210336728	LV Distribution & Networks		R 2,030,000.00	R 1,910,000.00		0.00	1,626,421.42		283,578.58	14.85		
1811210336938	Traffic Signals		R 627,000.00	R 342,000.00		0.00	331,287.68		10,712.32	3.13		
			<b>R 10,671,170.00</b>	<b>R 11,108,670.00</b>		<b>R 0.00</b>	<b>R 10,351,665.06</b>		<b>R 757,004.94</b>	<b>10.92</b>		

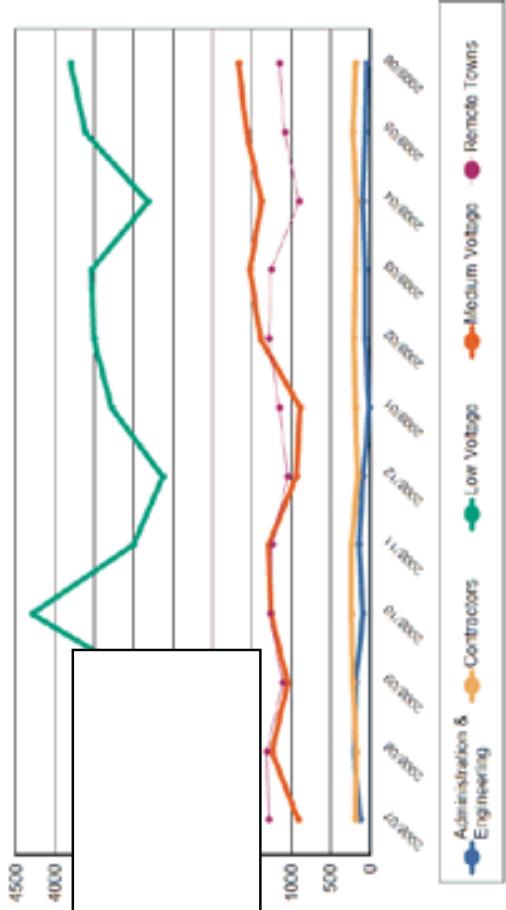
## OPERATIONAL SERVICES - Electricity

Budget per Cost Centre Type (TTD)	
Code	Description
Wages & Allowances	
1816010107900	Protective Clothing
	R 47,030.00
	R 47,030.00
	R 24,142,630.00
	R 29,816,770.00
	R 0.00
	R 26,908,473.08
	R 2,908,296.92
	11.79

Vote No.	Capital Project Details 2007/ 2008 Financial Years (ELECTRICAL SERVICES)	Budget Amount	EPWP Content	Men	Complete	Days	Value	Comments	Progress
2811200008001	66+11kV Substation Mountain Mill	R 8,210,900.00	No	0	2008/09/30	0	R 16,000,000.00		Complete 100%
2811200008201	De Doorns West Sport field: 34 lots Electrification	R 152,000.00	Yes	5	2008/11/30	60	R 152,000.00		Complete 100%
2811200008501	Standby Generators	R 2,500,000.00	No	0	2008/12/14	0	R 2,500,000.00		Cancelled
2811200008601	Equipment	R 139,000.00	No	0	2009/03/30	0	R 139,000.00		Complete 100%
2811200008301	Zwelitembaba: Mandela Square: Fill in lots (400 Services)(INEP application lodged)	R 1,092,000.00	Yes	10	2009/06/30	60	R 1,680,000.00		Complete 100%
2811200008401	Zwelitembaba: New Mandela Square : Electrification of 300 ASLA lots (INEP application lodged)	R 1,573,850.00	Yes	0	2008/06/30	44	R 1,573,850.00		Complete 100%
2811200008701	Generator	R 8,500.00	No	0	2008/09/30	0	R 8,500.00		Cancelled
2153900008201	Robot Durban & Alice Street	R 200,000.00	No	0	2009/02/28	0	R 200,000.00		Cancelled
2811200008101	CBD 11kV Cable Upgrading Russell Substation to Somerset Substation	R 5,000,000.00	Yes	5	2008/12/30	60	R 5,000,000.00		Complete 100%



**See ELECTRICITY GRAPHS & TABLES:  
annexure 5 for a better view**



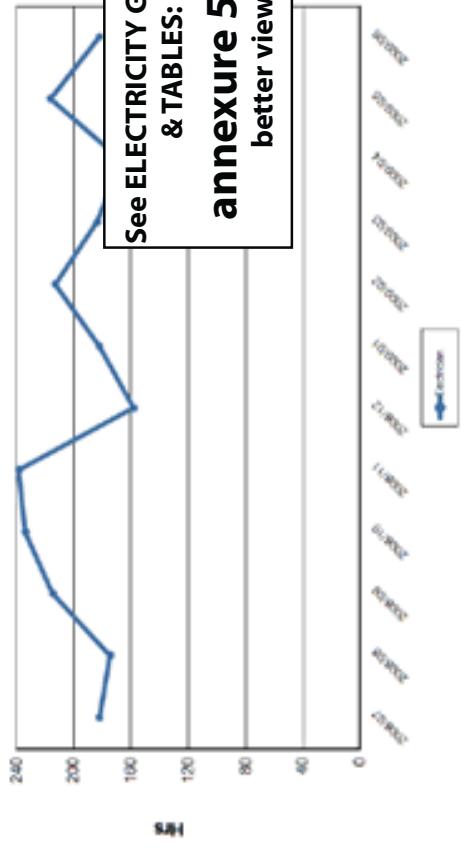
**See ELECTRICITY GRAPHS & TABLES:  
annexure 5 for a better view**

## OPERATIONAL SERVICES - Electricity

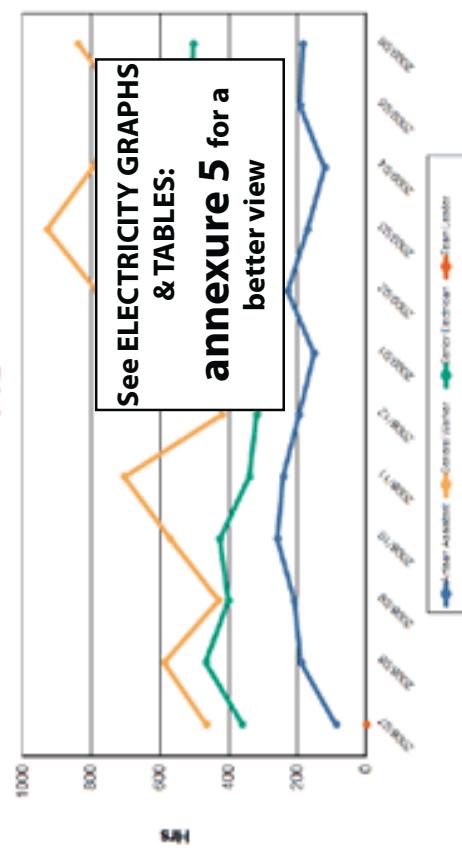
Total Hours Captured per Trade for Contractors  
From: 01/07/2008 To: 30/06/2009

Total Hours Captured per Trade for Medium Voltage  
From: 01/07/2008 To: 30/06/2009

YTD

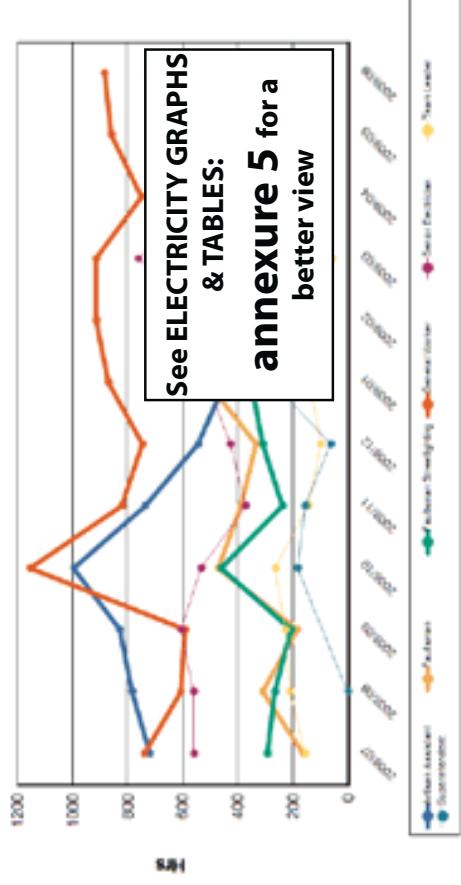


YTD



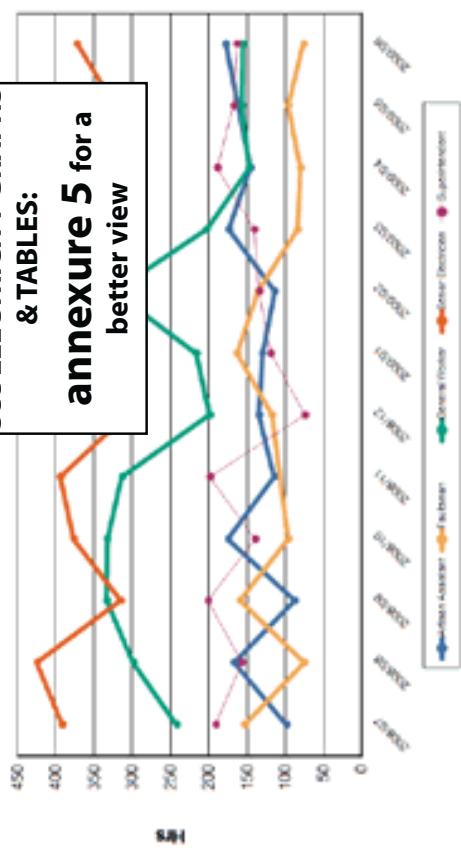
Total Hours Captured per Trade for Low Voltage  
From: 01/07/2008 To: 30/06/2009

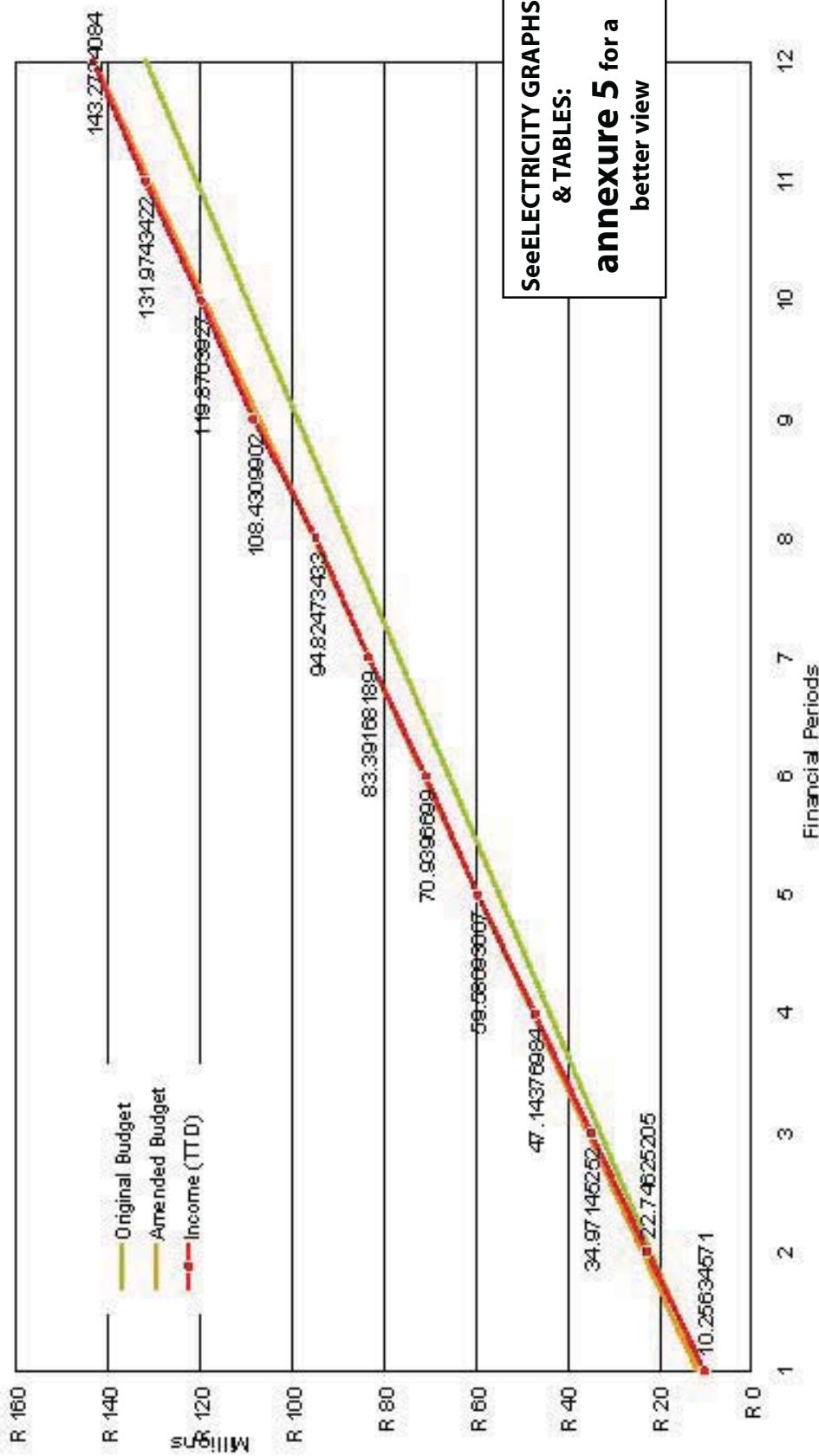
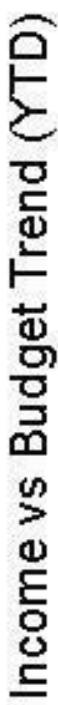
YTD

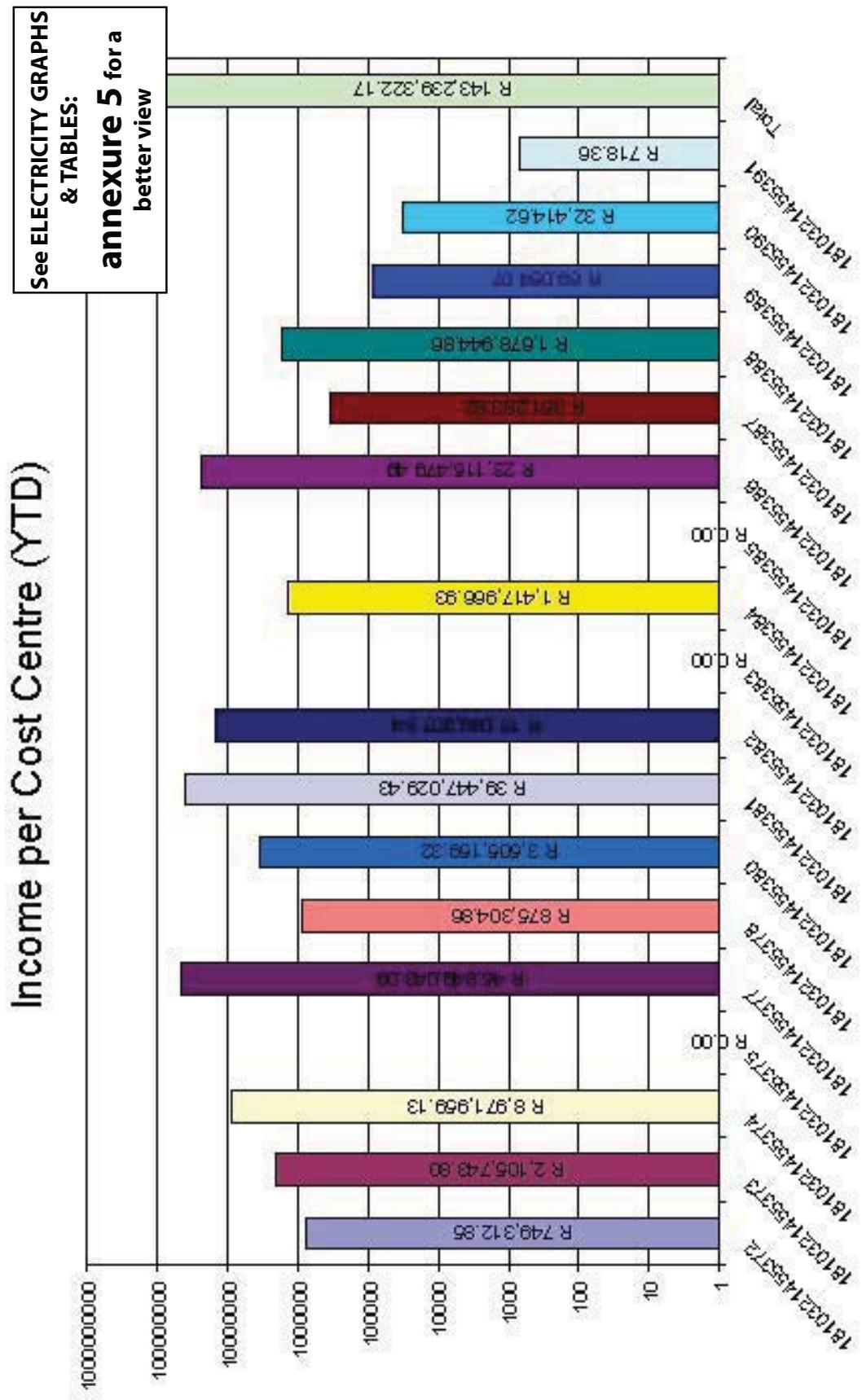


Total Hours Captured per Trade for Remote Towns  
From: 01/07/2008 To: 30/06/2009

See ELECTRICITY GRAPHS & TABLES:  
**annexure 5** for a better view







## OPERATIONAL SERVICES - Electricity

Work Orders Completed Report per Responsible Section			Work Orders Completed Report per Responsible Section		
From : 01/07/2008 To : 30/06/2009			From : 01/07/2008 To : 30/06/2009		
Resp Section: Administration & Engineering	Type of Work: Maintenance done after a breakdown or failure	1	Type of Work: Maintenance done after a breakdown or failure	174	
Asset Type: LV Distribution - Overhead Reticulation/Lines			Asset Type : LV Distribution - Overhead Reticulation/Lines		
Resp Section: Contractors	Type of Work: Maintenance done after a breakdown or failure	1	Type of Work: Ad-hoc or general unplanned maintenance to prevent a breakdown	27	
Asset Type: Pre Payment Meters			Type of Work: Asset upgrade or modification to gain greater reliability or improve output	8	
Type of Work: Maintenance done after a breakdown or failure	1		Type of Work: Condition assessments or inspections for possible follow-up maintenance	10	
Resp Section: Low Voltage			Type of Work: General planned maintenance to prevent a breakdown	3	
Asset Type: Building			Type of Work: Maintenance done after a breakdown or failure	4,875	
Type of Work: Ad-hoc or general unplanned maintenance to prevent a breakdown	49		Type of Work: New assets including service connections	3	
Type of Work: Asset upgrade or modification to gain greater reliability or improve output	14		Type of Work: UNKNOWN	20	
Type of Work: Condition assessments or inspections for possible follow-up maintenance	3		Asset Type : LV Distribution - Underground Reticulation/Cables		
Type of Work: General planned maintenance to prevent a breakdown	5		Type of Work: Ad-hoc or general unplanned maintenance to prevent a breakdown	328	
Type of Work: Maintenance done after a breakdown or failure	783		Type of Work: Asset upgrade or modification to gain greater reliability or improve output	42	
Asset Type: Conventional Meters			Type of Work: Condition assessments or inspections for possible follow-up maintenance	10	
Type of Work: Ad-hoc or general unplanned maintenance to prevent a breakdown	335		Type of Work: General planned maintenance to prevent a breakdown	1	
Type of Work: Asset upgrade or modification to gain greater reliability or improve output	6		Type of Work: Maintenance done after a breakdown or failure	389	
Type of Work: Condition assessments or inspections for possible follow-up maintenance	60		Type of Work: New assets including service connections	115	
Type of Work: Maintenance done after a breakdown or failure	65		Type of Work: UNKNOWN	3	
Asset Type: Distribution Kiosks			Asset Type : Metering Unit		
Type of Work: Ad-hoc or general unplanned maintenance to prevent a breakdown	4		Type of Work: Maintenance done after a breakdown or failure	1	
Type of Work: Condition assessments or inspections for possible follow-up maintenance	2		Asset Type : MSI\ Asset Type Data Scheduler		
Type of Work: General planned maintenance to prevent a breakdown	1		Type of Work: General planned maintenance to prevent a breakdown	35	
Type of Work: Maintenance done after a breakdown or failure	1,814		Type of Work: Maintenance done after a breakdown or failure	2	
Type of Work: UNKNOWN	3		Asset Type : MV Distribution - Mini Substation		
Asset Type: Flood Lights			Type of Work: Ad-hoc or general unplanned maintenance to prevent a breakdown	3	
Type of Work: Condition assessments or inspections for possible follow-up maintenance	1		Type of Work: Asset upgrade or modification to gain greater reliability or improve output	1	
Type of Work: Maintenance done after a breakdown or failure	21		Type of Work: Maintenance done after a breakdown or failure	39	
Asset Type: Load Control Equipment			Asset Type : MV Distribution - Overhead Reticulation/Lines		
Type of Work: Ad-hoc or general unplanned maintenance to prevent a breakdown	1		Type of Work: General planned maintenance to prevent a breakdown	2	
Type of Work: Condition assessments or inspections for possible follow-up maintenance	25		Type of Work: Maintenance done after a breakdown or failure	49	
			Type of Work: New assets including service connections	1	
			Asset Type : MV Distribution - Underground Reticulation/Cables		

## OPERATIONAL SERVICES - Electricity

Work Orders Completed Report per Responsible Section		Work Orders Completed Report per Responsible Section	
From : 01/07/2008 To : 30/06/2009		From : 01/07/2008 To : 30/06/2009	
Type of Work:	Asset upgrade or modification to gain greater reliability or improve output	1	Type of Work: UNKNOWN
Type of Work:	Maintenance done after a breakdown or failure	9	Asset Type: Street Lights
Asset Type:	MV OCB Switchgear		Type of Work: Ad-hoc or general unplanned maintenance to prevent a breakdown
Type of Work:	Asset upgrade or modification to gain greater reliability or improve output	1	Type of Work: Asset upgrade or modification to gain greater reliability or improve output
Type of Work:	General planned maintenance to prevent a breakdown		Type of Work: Condition assessments or inspections for possible follow-up maintenance
Type of Work:	Maintenance done after a breakdown or failure		Type of Work: General planned maintenance to prevent a breakdown
Asset Type:	MV Pole Transformers		Type of Work: Maintenance done after a breakdown or failure
Type of Work:	Maintenance done after a breakdown or failure	2	Type of Work: New assets including service connections
Asset Type:	MV Ring Main Units (RMU)		Type of Work: UNKNOWN
Type of Work:	Ad-hoc or general unplanned maintenance to prevent a breakdown	1	Type of Work: UNKNOWN
Type of Work:	Maintenance done after a breakdown or failure	4	Type of Work: Asset upgrade or modification to gain greater reliability or improve output
Asset Type:	MV Transformers		Type of Work: Maintenance done after a breakdown or failure
Type of Work:	Maintenance done after a breakdown or failure	1	Type of Work: Asset Type : Warning Signals
Asset Type:	Pedestrian Crossing		Type of Work: Maintenance done after a breakdown or failure
Type of Work:	Maintenance done after a breakdown or failure	5	Resp Section: Medium Voltage
Asset Type:	Pre Payment Meters		Asset Type: Building
Type of Work:	Ad-hoc or general unplanned maintenance to prevent a breakdown	98	Type of Work: Ad-hoc or general unplanned maintenance to prevent a breakdown
Type of Work:	Asset upgrade or modification to gain greater reliability or improve output	126	Type of Work: Asset upgrade or modification to gain greater reliability or improve output
Type of Work:	Condition assessments or inspections for possible follow-up maintenance	4,267	Type of Work: Condition assessments or inspections for possible follow-up maintenance
Type of Work:	Maintenance done after a breakdown or failure	2,321	Type of Work: Maintenance done after a breakdown or failure
Type of Work:	New assets including service connections	9	Type of Work: Asset Type : Decorative Lights
Type of Work:	UNKNOWN	6	Type of Work: Ad-hoc or general unplanned maintenance to prevent a breakdown
Asset Type:	Pump Stations, Electric Motors & Switchgear, Stadium Floodlighting, Internal Reticulation, etc.		Asset Type: Distribution Kiosks
Type of Work:	Ad-hoc or general unplanned maintenance to prevent a breakdown	7	Type of Work: Maintenance done after a breakdown or failure
Type of Work:	Asset upgrade or modification to gain greater reliability or improve output	157	Asset Type: HV Isolators
Type of Work:	Maintenance done after a breakdown or failure	2	Type of Work: Maintenance done after a breakdown or failure
Type of Work:	New assets including service connections		Type of Work: HV OSM Switchgear
Asset Type:	Standard Intersection		Type of Work: Maintenance done after a breakdown or failure
Type of Work:	Ad-hoc or general unplanned maintenance to prevent a breakdown	1	Type of Work: HV Transformers
Type of Work:	Maintenance done after a breakdown or failure	65	Type of Work: Maintenance done after a breakdown or failure

## OPERATIONAL SERVICES - Electricity

Work Orders Completed Report per Responsible Section		Work Orders Completed Report per Responsible Section	
From : 01/07/2008 To : 30/06/2009		From : 01/07/2008 To : 30/06/2009	
Asset Type :	LV Distribution - Overhead Reticulation/Lines	Type of Work:	Asset upgrade or modification to gain greater reliability or improve output 1
Type of Work:	General planned maintenance to prevent a breakdown 1	Type of Work:	Maintenance done after a breakdown or failure 10
Type of Work:	Maintenance done after a breakdown or failure 3	Type of Work:	UNKNOWN 1
Asset Type :	LV Distribution - Underground Reticulation/Cables	Asset Type :	Street Lights
Type of Work:	Asset upgrade or modification to gain greater reliability or improve output 1	Type of Work:	Asset upgrade or modification to gain greater reliability or improve output 1
Type of Work:	Maintenance done after a breakdown or failure 2	Asset Section:	
Type of Work:	New assets including service connections 2	Asset Type :	Remote Towns
Asset Type :	Metering Unit	Type of Work:	Building
Type of Work:	Maintenance done after a breakdown or failure 2	Type of Work:	Asset upgrade or modification to gain greater reliability or improve output 1
Asset Type :	MSI \ Asset Type Schedulingholder	Type of Work:	Maintenance done after a breakdown or failure 1
Type of Work:	General planned maintenance to prevent a breakdown 1	Asset Type :	Conventional Meters
Asset Type :	MV Distribution - Mini Substation	Type of Work:	Asset upgrade or modification to gain greater reliability or improve output 1
Type of Work:	Asset upgrade or modification to gain greater reliability or improve output 2	Asset Type :	Pump Stations, Electric Motors & Switchgear, Stadium Floodlighting, Internal Reticulation, etc.
Type of Work:	Maintenance done after a breakdown or failure 5	Type of Work:	Maintenance done after a breakdown or failure 2
Asset Type :	MV Distribution - Overhead Reticulation/Lines	Asset Type :	Street Lights
Type of Work:	Asset upgrade or modification to gain greater reliability or improve output 1	Type of Work:	Maintenance done after a breakdown or failure 1
Type of Work:	General planned maintenance to prevent a breakdown 2	Asset Section:	
Type of Work:	Maintenance done after a breakdown or failure 14	Asset Type :	UNKNOWN
Type of Work:	New assets including service connections 1	Asset Type :	Building
Asset Type :	MV Distribution - Underground Reticulation/Cables	Type of Work:	Ad-hoc or general unplanned maintenance to prevent a breakdown 1
Type of Work:	Maintenance done after a breakdown or failure 5	Asset Type :	Distribution Kiosks
Asset Type :	MV OCB Switchgear	Type of Work:	Maintenance done after a breakdown or failure 5
Type of Work:	General planned maintenance to prevent a breakdown 1	Type of Work:	UNKNOWN 1
Type of Work:	Maintenance done after a breakdown or failure 1	Asset Type :	Load Control Equipment
Asset Type :	MV Ring Main Units (RMU)	Type of Work:	Maintenance done after a breakdown or failure 1
Type of Work:	Asset upgrade or modification to gain greater reliability or improve output 2	Asset Type :	LV Distribution - Overhead Reticulation/Lines
Type of Work:	Maintenance done after a breakdown or failure 3	Type of Work:	Maintenance done after a breakdown or failure 6
Asset Type :	Pump Stations, Electric Motors & Switchgear, Stadium Floodlighting, Internal Reticulation, etc.	Type of Work:	UNKNOWN 7
Type of Work:	Ad-hoc or general unplanned maintenance to prevent a breakdown 1	Asset Type :	LV Distribution - Underground Reticulation/Cables
		Type of Work:	Maintenance done after a breakdown or failure 1

**OPERATIONAL SERVICES - Electricity**

<b>Work Orders Completed Report per Responsible Section</b> From : 01/07/2008 To : 30/06/2009		
Type of Work:	UNKNOWN	2
Asset Type:	MSI \ Asset Type Schedulingholder	
Type of Work:	General planned maintenance to prevent a breakdown	1
Asset Type :	MV Distribution - Mini Substation	
Type of Work:	Maintenance done after a breakdown or failure	1
Asset Type :	Pre Payment Meters	
Type of Work:	Asset upgrade or modification to gain greater reliability or improve output	1
Type of Work:	Condition assessments or inspections for possible follow-up maintenance	2
Type of Work:	Maintenance done after a breakdown or failure	3
Type of Work:	UNKNOWN	1
Asset Type :	Street Lights	
Type of Work:	Maintenance done after a breakdown or failure	3
Type of Work:	UNKNOWN	3

## OPERATIONAL SERVICES - Electricity

OCCUPATIONAL HEALTH & SAFETY REPORT					
<b>Nr</b>	<b>Incident date</b>	<b>Person involved</b>	<b>Short description of incident</b>	<b>Type of injury sustained</b>	<b>Days off work</b>
37	16 June 2007	O Muller	Right ankle sprained	Sprain	4
38	10 June 2007	REJ Grootboom	Sprained Back	Sprain	7
39	13 June 2007	Security Guard	Gate fell on worker	Fatal	
40	17 July 2007	K Simon	left eye	Wound	1
41	07 December 2008	A Beukes	Motor Accident	None	0
42	18 December 2008	P Grobbelaar	Assault	Bruise Face	0
43	30 January 2008	S Louw	Right hand	Wound	0
44	15 February 2008	T Tani	leg	Wound	0
45	03 March 2008	H Coetzee	Motor Accident	None	0
46	20 June 2008	N H Matole	Step on nail	Wound	0
47	26 June 2008	H B Williams	Fell of truck when truck overturned	Bruise leg	0
48	12 August 2008	B J Sigcu	Left hand	Wound	0
49	13 August 2008	Z E Jantjies	Hand	Wound	0
50	29 September 2008	H M Hendriks	Motor Accident	None	0
51	16 October 2008	G Afrika	Bulb burst; glass in eyes	Piercing wound	0
52	21 November 2008	A Van Zyl	Burned with Hydraulic oil pipe burst cherry picker	Burn	0
53	10 March 2009	JL Prins	Bruised right knee	Bruise	14
54	16 March 2009	ME Netshitungulu	Motor Accident	None	0
55	22 March 2009	H Coetzee	Cut on leg	Wound	0
56	23 February 2009	H Hendriks	Motor Accident	None	0
57	27 April 2009	R Grootboom	Sprained Back	Sprain	3
58	14 May 2009	H Bothma	Sprained Back	Sprain	2
59	15 May 2009	P Grobbelaar	Sawdust in Right eye	Irritation	0
60	15 May 2009	Domingo	Motor Accident	None	0
61	21 July 2009	R Jansen	Woodsplinter right hand finger	Wound	0
62	16 July 2009	F Velem	Damage front windscreen: WM 476	None	0

### CONCLUDING REPORT BY THE TOWN ELECTRICAL ENGINEER

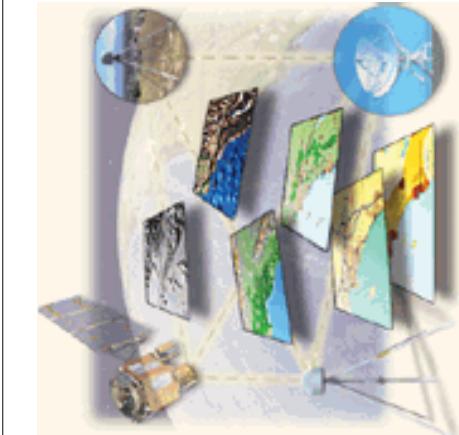
The Electrical Services Department remains committed to ensure that minimum service delivery levels are maintained throughout the Breede Valley Municipality.

Considering the lack of resources, financial and human, new and improved methods of carrying out operations and other functions remain a priority to all staff within the department.

The department's commitment to accept problems as challenges and to find the most productive and cost effective ways to overcome these situations has contributed to the effective, efficient and economical viability of the service within the municipality during the 2008 / 2009 financial year.

Constant and continued evaluation of the day to day situations that effect the department have ensured that projects can be evaluated before commencement to ensure that the best works practices can be applied resulting in financial savings.

As Town Electrical Engineer of the Breede Valley Municipality, and as Head : Electrical Services I therefore remain committed to serve the community to the best of my ability with the limited resources and look forward to the challenges which will be posed during the 2009 / 2010 financial year.



### FUNCTION OF GEOGRAPHIC INFORMATION SYSTEM SECTION

The focus of this section is to acquire information relating to all parcels of land within the Breede Valley Municipal Jurisdiction area and to produce / alter this information to be used in such a manner that all sections / departments that use the electronic data, either the mapping system or data base, have accurate and reliable information to work with.

#### GENERAL

Significant progress was made in GIS in the financial year 2008/2009. Most notable achievements were the following:

- The GIS Treasury Layer was further cleaned and refined.
- Additional documents were hyperlinked to the GIS Treasury Layer.
- The GIS Treasury Layer was used to recover revenue and analyse the availability and distribution of services.
- The funding from the DBSA applied for in the previous financial year was obtained and an A0 plotter was purchased.
- Additional funding has been obtained from the Department of Local Government and Housing.
- A pilot study was begun to do a full GIS spatial analysis on a suburb/zone.
- The zoning register was converted into a spatial dataset
- The tariff list was restructured so as to make the GIS section more efficient and public friendly.

A more detailed discussion of the achievements and projects mentioned above follows. The report will be concluded with a brief discussion as to what is planned for GIS in the following financial year.

#### GIS TREASURY LAYER PROGRESS

For the sake of a recap, the GIS Treasury layer project, put simply, was the linking of the financial data contained within the financial system (SAMRAS) to the spatial data (ArcView

shape file). This would allow the querying and spatial analysis of land parcels based on their financial attributes.

In the previous financial year, the GIS Treasury Layer was delivered by the consultant, implemented and used to do some spatial analysis. It was evident however, through this process, that there was a poor linkage rate between the cadastral dataset and the records on the financial database. This was mentioned in the previous annual report and it was stated that a cleanup of the datasets was in progress so as to improve the linkage between the two datasets. Substantial progress was made in the cleanup of the datasets and there is now a 95% linkage rate between the shape file and the financial data. This is a significant improvement over the original linkage rate which was about 70%.

#### GIS TREASURY LAYER: ADDITIONAL DOCUMENTATION AND CAPABILITIES

Along with further cleaning and refining of the GIS Treasury Layer, it was further expanded by linking certain documentation to the cadastral.

The software (ArcView 9.2) being used to manipulate and display the GIS Treasury layer allows the user to be able to link documentation (MS Word documents, MS Excel documents, photographs, images) to any feature within a shape file. This is called hyper linking.

The result of doing this is that the user can now click on a feature (for example an erf) with the hyper link tool and bring up a document, picture, spreadsheet etc.

In terms of the GIS Treasury Layer it was decided to hyper link the valuation records and Surveyor General (SG) Diagrams to each and every erf. This would allow the user to click on an erf and call up the valuation record and/or the SG diagram.

All the scanned valuation records were obtained and linked to the cadastral. It is now possible to click on an erf in the GIS Treasury Layer and view its valuation record. An example of this can be seen in Figure 1.



Figure 1: Example of a hyper linked valuation record

## OPERATIONAL SERVICES - GIS

Linking the valuation records to the cadastral improves efficiency tremendously as copies of records are available electronically. The valuation records are also stored in electronic format in a safe and secure location.

The SG Diagrams have not been linked to the cadastral as yet due to technical constraints. A solution is being sought and the linking of the SG Diagrams should be completed early in the new financial year.

### RECOVERY OF REVENUE

One of the most important achievements of GIS in the past financial year was the recovery of revenue.

GIS was used to map and analyze the availability of services. This led to the identification of areas that should be paying for services but are not.

Preliminary results indicate that there is a potential to recover R 2m to R 2.5m in lost revenue per year as off from the 1<sup>st</sup> of July 2009.

A break down of the figures can be seen in table 1 and 2.

No Services Charges - Revenue Recovered Through New Service Charges						
Touws River						
Water	30	X	R 70.00	R2,100.00		
Elec	30	X	R 180.00	R5,400.00		
Sewerage	17	X	R 110.00	R1,870.00		
Refuse	21	X	R 100.00	R2,100.00		
Total			R11,470.00	Per Month	R137,640.00	Per Year
De Doorns						
Water	45	X	R 70.00	R3,150.00		
Elec	42	X	R180.00	R7,560.00		
Sewerage	33	X	R110.00	R3,630.00		
Refuse	43	X	R100.00	R4,300.00		
Total			R18,640.00	Per Month	R223,680.00	Per Year
Rawsonville						
Water	13	X	R 70.00	R910.00		
Sewerage	35	X	R110.00	R3,850.00		
Refuse	34	X	R100.00	R3,400.00		
Total			R8,160.00	Per Month	R97,920.00	Per Year
<b>Total Per Year</b>			<b>R459,240.00</b>			

Table 2: Recovery of revenue through refuse removal and sewerage service charges

### DBSA FUNDING

In the previous financial year, funding for GIS was approved by the Development Bank of Southern Africa (DBSA). In this financial year the funds were made available.

Along with recuperating costs spent on the creation of the GIS Treasury Layer and the purchasing of supporting software, an HP large format plotter was bought. It was necessary to buy a new plotter as parts are no longer available for the old plotter, should the old plotter break. The modern plotters also provide much higher quality prints which will be useful when printing out large format thematic maps and aerial photos.

The plotter arrived in May 2009 and has subsequently been successfully installed and has already been used to print maps in high definition. A picture of the plotter can be seen Figure 2.



Table 1: Amount recovered through locating areas that are not paying availability fees.

Figure 2: HP T610 Large format plotter

**FUNDING FROM THE DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING**

In March 2009 a presentation was given to the Municipal Manager and the Directors describing the progress made with regard to the GIS Treasury Layer and GIS in the Breede Valley Municipality.

One of the recommendations made in the presentation is that for GIS to grow and realise its full potential within the organisation, more funding would be needed to employ more staff and obtain additional hardware and software.

The Municipal Manager took cognisance of this and approached the Department of Local Government and Housing. A business plan was drawn up and the Department of Local Government and Housing has agreed to fund the GIS with R204 000.00

This money will be spent on a GIS Assistant as well as supporting software and hardware so as to expand the GIS Treasury Layer and GIS in general over the short term. This can be seen as Phase B of the GIS Treasury Layer in which the data is further cleaned and the GIS Treasury Layer is used to do further spatial analysis.

Phase B is already under way. The GIS Assistant should be appointed in the early part of the new financial year.

**COMPLETE GIS SPATIAL ANALYSIS - PILOT STUDY**

The Municipal Manager requested that a complete spatial analysis of a suburb in Worcester be done. The concept entails selecting a study area in town and performing all possible GIS analyses on the area in order to recover as much lost revenue as possible.

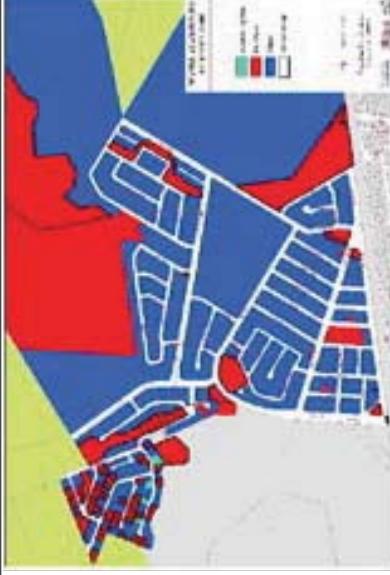
This project was begun in March 2009 and is currently at about 70% completion. It was decided that instead of choosing a suburb as a pilot study area, a zone which is fed by a bulk water meter would be chosen. The reason for this is due to fact that part of the pilot study will be to measure water loss in the study area.

The only way to do this will be to isolate the area that is fed by one water source and there is not a single suburb on its own in Worcester that is fed by one water source.

Thus far, the availability of the main services have been mapped, the total arrears have been mapped and the comparison between zoning and tariffs have been mapped. These maps can be seen in Figures 3 to 8.

The mapping and analysis that still needs to be done is the analysis of the consumption of water and electricity and the mapping of possible losses of these services. This mapping and analysis has been started, however it is taking longer than originally anticipated due to the complex nature of measuring water/electricity consumption and loss. The complexity in measuring water/electricity consumption and loss lies in the fact that meter readings are taken at different times. Therefore subtracting or adding the meter readings means that one may not be adding or subtracting the correct amounts to or from the correct amounts.

The complexities contained within these calculations will be addressed in the near future and it should be possible to determine how much water and electricity is lost on average per month in the study area as well as where these losses occur.



*Figure 3: The availability of water in the De Kopen Zone*



*Figure 4: The availability of refuse removal in the De Kopen Zone*



*Figure 5: The availability of sewerage in the De Kopen Zone*

## OPERATIONAL SERVICES - GIS

If the pilot study described in the sections above is successful in recovering revenue and improving service delivery, then it will be applied to the entire municipal district.

### REZONING REGISTER SHAPE FILE

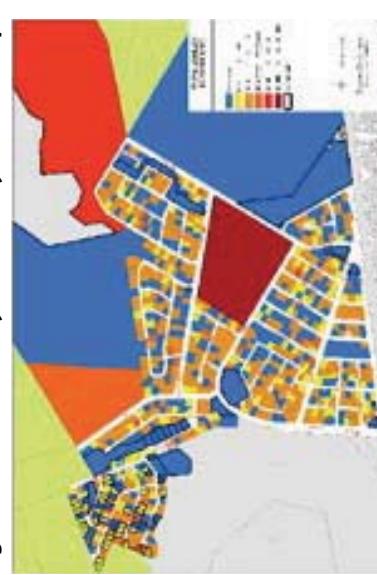
In the previous financial year a rezoning register was created. It was created in MS Excel spreadsheet format. This financial year the rezoning register was converted into spatial format. The benefit of having it in spatial format is that it is now possible to see if there are any trends or patterns in the rezonings. It is also now possible to see where these rezonings are taking place which provides an improved identification method in terms of locating even/farms that have been rezoned.

An example of the rezoning shape file in practice can be seen in Figures 9 to 11 which show the spatial analysis of rezonings in the Worcester CBD.

*Figure 6: The availability of electricity in the De Kopen Zone*



*Figure 7: Total arrears in the De Kopen Zone*



*Figure 8: A zoning and tariff comparison in the De Kopen Zone*



*Figure 9: Consent uses in the Worcester CBD*



*Figure 10: Zoning changes in the Worcester CBD*

## OPERATIONAL SERVICES - GIS

Tariffs for the year 1 July 2009 to 30 June 2010			
All tariffs are including VAT where VAT applies			
Description	2008/2009	2009/2010	
<b>Zoning Scheme Maps</b>			
• A1	New		R 300
• A3	New		R 150
• A4	New		R 75
<b>Printing of SG Diagrams</b>			
• A3	New		R 100
• A4	New		R 50
<b>Supply of Data</b>			
• Client provides CD	New		Free
• BVM supplies CD	New		R 50

**Figure 9: New zonings in the Worcester CBD**



By doing the analysis above it is possible to answer certain questions such as: How many rezonings took place in the CBD over a certain period of time? What was the trend in terms of zoning change over a certain time period? Is the trend from a business zoning to a residential zoning or the other way around? These are all questions that would not have been possible to answer using the spreadsheet alone.

### 204 RESTRUCTURING OF TARIFFS

It was evident last financial year that the tariffs for the products produced by the GIS section were insufficient in that they did not provide the common items requested by the public and the prices were unrealistically expensive.

They were also too vague in their description which resulted in the inability to clearly indicate to the public what could be provided or not. The new tariff list can be seen in Figure 10.

**Figure 10: New tariff structure for GIS**  
These new products and tariffs will hopefully be more representative of what the public is looking for and will hopefully lead to time saving and efficiency.

### FUTURE OF GIS - THE FOLLOWING FINANCIAL YEAR

In the following year the priority for GIS will be the further clean up of the GIS Treasury layer as well as a solution will be sought in order to disseminate the GIS throughout the BVM. A business plan is currently being drafted to obtain further funding from the Department of Local Government and Housing in order to obtain the hardware and software to disseminate the GIS throughout the BVM.

Over and above the work on the GIS Treasury layer and the dissemination of the GIS throughout the BVM, day to day functionality of the GIS will continue. This includes the provision of spatial information, maps, and data maintenance etc.

There is still a tremendous amount of work in GIS that lies ahead, however good progress is being made and the functionality of the GIS in the BVM is continuously expanding.

Tariffs for the year 1 July 2009 to 30 June 2010			
All tariffs are including VAT where VAT applies			
Description	2008/2009	2009/2010	
<b>Town Planning</b>			
Selling of Town Maps			
<b>Street Maps</b>			
• Worcester A1	New		R 100
• Rawsonville A3	New		R 50
• De Doorns A3	New		R 50
• Touws River A3	New		R 50
<b>Locality Plans</b>			
• A3	New		R 50
• A4	New		R 25



## OPERATIONAL SERVICES - Laboratory

### INTRODUCTION

Breede Valley Municipality consists of four different areas, which include the towns of De Doorns, Rawsonville, Touws River and Worcester. As part of acceptable service delivery the laboratory is responsible for the monitoring of the different wastewater treatment plants (final effluent discharged to the receiving water body as well as different sections within the works), the quality of the potable water delivered to the consumers, the continuous monitoring of the Breede (near Worcester) and the Smalblaar (near Rawsonville) Rivers and in addition to the above the laboratory and staff will also play a significant role in the compilation of the documentation required as per Department Water and Environment Affairs' Blue and Green Drop Certification of drinking and wastewater quality respectively.

### 2. SAMPLING

Sampling points had been identified at the different towns within the Breede Valley Municipality area, namely Worcester, Rawsonville, De Doorns and Touws River. These are found at the Wastewater Treatment facilities, raw water source and end-point users (drinking water), effluent from industries, as well as the Breede and Smalblaar rivers on the outskirts of Worcester and Rawsonville respectively. This includes both chemical and microbiological analyses of the drinking water and the final effluent discharged by the different wastewater treatment plants in the four different towns.

### 2.1 Wastewater Treatment Plants (WWTP)

Weekly samples of all the WWTPs monitoring points are collected once a week for the towns of Rawsonville, Worcester, De Doorns and Touws River. These samples are transported to the laboratory as soon as possible for sample preparation and analysis. Table 1 shows the different sampling points at the wastewater treatment plants and a description of the type of sample taken.

Additional to the weekly samples taken at Worcester WWTP, samples are also collected Monday to Friday from the new AUSL ponds that became operational during the latter part of 2008.

The new extensions at De Doorns WWTP were also commissioned during May 2009, which also became part of the weekly monitoring programme of that particular WWTP.

**Table 1: Sampling point Description**

Description/Type of Sample			
<b>De Doorns</b>	<b>Rawsonville</b>	<b>Touws River</b>	<b>Worcester</b>
Raw Incoming	Raw Incoming	Raw Incoming	PST
Ditch #1 (old works)	Basket	Ditch	Biofilters
Ditch #2 (old works)	PST	Clarifier	
Clarifier #1 (old works)	Ditch	Final Effluent	Ditch
Clarifier #2 (old works)	Pipe	-	Clarifier
Clarifier #3 (old works)	Clarifier	-	Final Effluent
Final Effluent (old works)	Final Effluent	-	Feed to new ponds
Anoxic Zone (new works)	-	-	Dam1-point A
Aerobic Zone (new works)	-	-	Dam1-point C
Aerobic Zone (new works)	-	-	Dam2-point F
Clarifier #4 (new works)	-	-	Dam2-point H
Final Effluent (new works)	-	-	Overflow Dam1
-	-	-	Overflow Dam2

### 2.2 Drinking Water Quality Management (DWQM)

Drinking water samples for chemical and bacteriological analyses are taken once a month from all four towns. These samples are taken at pre-determined different sampling points which will give a representative idea of the water quality in different parts of that specific town.

#### 2.3 Industries

Grab samples were collected from Rainbow Chickens, Hextex, The abattoir and APL Cartons. During the last two months, Breede Valley Fruit Processors was also added to this list.

#### 2.4 River Monitoring

The final effluent produced by the WWTP at Worcester and Rawsonville eventually flows into the Breede and Smalblaar rivers respectively. Therefore proper monitoring of the river is essential to ensure that users downstream of the WWTPs are not adversely affected.

### 3. ANALYSES

Analyses of the samples collected from the different sampling points (including the WWTPs, industries as well as rivers) are transported as soon as possible to the laboratory for sample preparation and subsequent analyses.

## 4. RESULTS

### 4.1 WWTP

#### 4.1.1 Worcester

The average monthly values for Worcester WWTP during the year 2008/9 are given in Table 2 below. Included are the two new ponds which form part of the upgrades at the Worcester Wastewater Treatment Plant (Table 3).

**Table 2: Worcester WWTP (Different samples collected at plant)**

PARAMETER	Monthly Average: Year 2008/9				
	RAW	PST	Biofilter	Ditch	Clarifier
pH	6.6	6.4	6.7	6.5	6.4
Electrical Conductivity (mS/m)	111.8	102.5	101.3	90.6	95.4
Ortho-Phosphates (mg/l P)	24.8	-	-	-	-
Total Kjeldahl Ammonia (mg/l N)	58.3	-	-	-	-
Ammonia (mg/l N)	42.9	27.2	26.5	17.0	19.2
Nitrate (mg/l N)	8.4	4.1	8.9	10.7	0.0
Chemical Oxygen Demand (mg/l)	975.7	331.9	258.4	-	73.6
Suspended Solids (mg/l)	360.6	129.3	149.7	2722.8	242.9
DO (Ditch only) 1	-	-	-	1.3	-
DO (Ditch only) 2	-	-	-	2.1	-
DO (Ditch only) 3	-	-	-	0.2	-
Alkalinity	215.5	170.6	156.1	116.0	134.3
COD filtered mg/l	-	-	-	43.7	-
Free Chlorine mg/l	-	-	-	-	0.9

## OPERATIONAL SERVICES - Laboratory

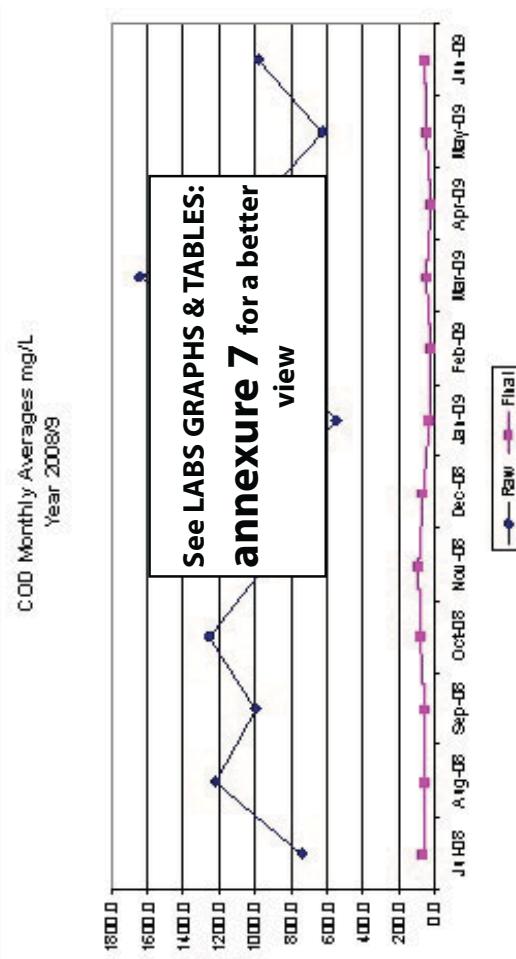
**Table 3: Monthly Average values – pH and VFA/Alkalinity Ratio**

Month	pH Dam2		VFA/Alk Ratio Dam2		Alkalinity Dam 2		VFA Dam 2	
	F	H	F	H	F	H	F	H
Jul-08	-	-	-	-	-	-	-	-
Aug-08	-	-	-	-	-	-	-	-
Sep-08	-	-	-	-	-	-	-	-
Oct-08	7.33	7.29	0.22	0.19	1530	1521	339	292
Nov-08	7.10	7.05	0.08	0.07	1652	1705	128	116
Dec-08	7.13	7.09	0.03	0.04	1809	1841	52	74
Jan-09	7.04	6.94	0.03	0.01	2180	1839	61	18
Feb-09	7.06	7.05	0.03	0.04	1976	1965	61	71
Mar-09	6.97	6.96	0.04	0.04	1966	1951	75	77
Apr-09	6.97	6.90	0.03	0.08	968	953	31	75
May-09	6.92	6.88	0.01	0.02	1143	1004	16	18
Jun-09	6.95	6.92	0.03	0.07	835	824	21	60

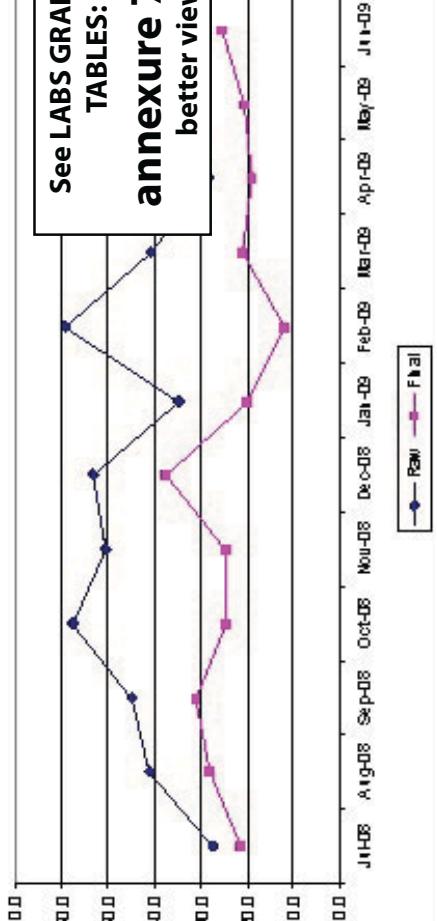
Figures 1, 2 and 3 depict the Monthly Average COD, Ammonia and pH values of Worcester WWTP. A comparison is made between concentrations of the raw incoming sewerage versus the final effluent leaving discharged.

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**Figure 1: Raw Incoming vs Final Effluent – COD (Worcester WWTP)**

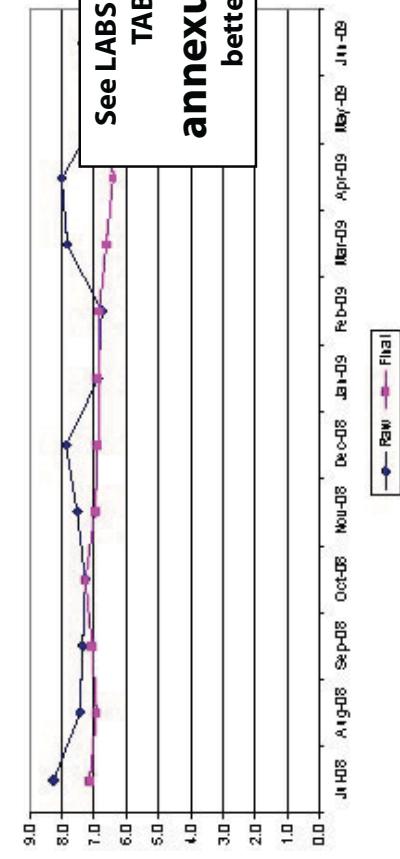


**Figure 2: Raw Incoming vs Final Effluent – Ammonia (Worcester WWTP)**



**See LABS GRAPHS & TABLES:**  
**annexure 7 for a better view**

pH Monthly Averages  
Year 2008/9



**Figure 3: Raw Incoming vs Final Effluent - pH (Worcester WWTP)**

## OPERATIONAL SERVICES - Laboratory

### 4.1.2 Rawsonville WWTP

The average monthly values for Rawsonville WWTP for the year 2008/9 are given in Table 4.

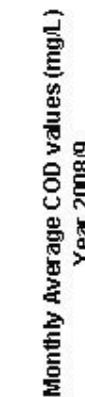
**Table 4: Rawsonville WWTP (Different samples collected at plant)**

PARAMATER	Monthly Average: Year 2008/9					Final
	Basket	Raw Inlet	Ditch: PST	Ditch: Reactor	Clarifier	
pH	7.3	7.2	7.1	7.0	7.0	6.7
Electrical Conductivity (mS/m)	88.8	88.5	76.9	51.2	51.3	55.7
Ortho-Phosphates (mg/l P)	15.1	22.3	-	-	-	8.5
Total Kjeldahl Ammonia (mg/l N)	106.3	78.2	-	-	-	-
Ammonia (mg/l N)	55.9	56.2	20.6	10.0	9.7	12.6
Nitrate (mg/l N)	8.7	9.3	4.2	7.0	10.5	5.1
Chemical Oxygen Demand (mg/l)	591.7	684.9	-	-	71.8	60.2
COD filtered sample (mg/l)	-	-	62.1	44.4	44.9	40.2
Suspended Solids (mg/l)	246.1	356.6	2663.4	2870.5	2652.9	21.2
Alkalinity mg/l	219.1	219.5	134.9	84.8	79.9	78.5
SVI ml/L	-	-	449.7	442.1	502.7	-
Settleable Solids ml/L	180.0	274.7	413.1	491.5	450.9	-
Free Chlorine mg/l	-	-	-	-	-	1.8

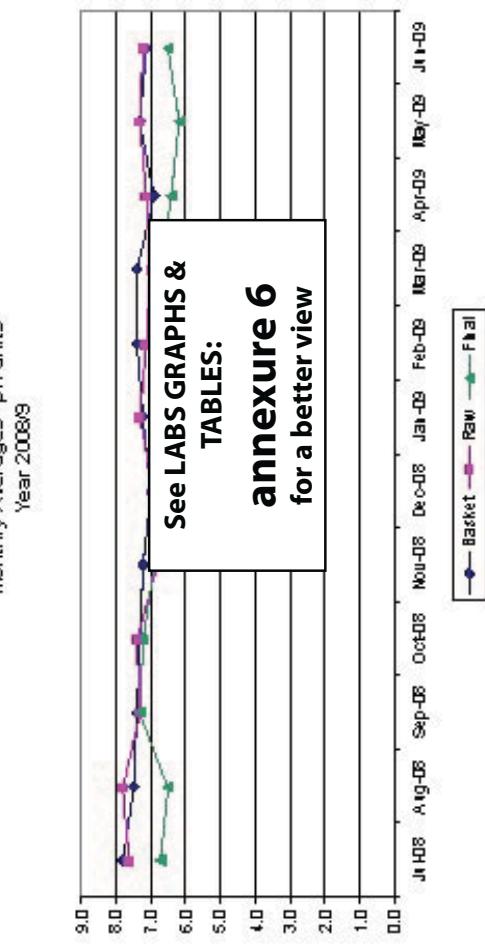
208

Figures 4, 5 and 6 depict the Monthly Average COD, Ammonia and pH values for the year 2008/9 respectively. A comparison is made between concentrations of the raw incoming sewerage, the basket collection area (also raw) versus the final effluent discharged.

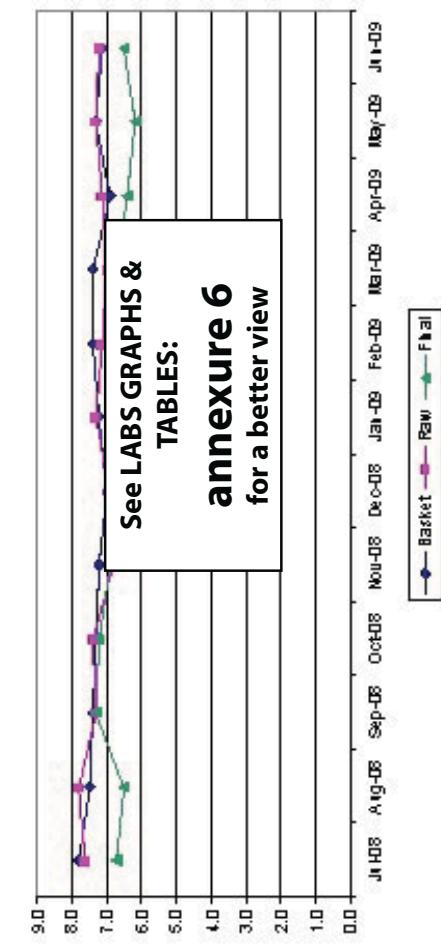
**Figure 4: Raw Incoming vs Basket vs Final Effluent COD – Rawsonville WWTP**



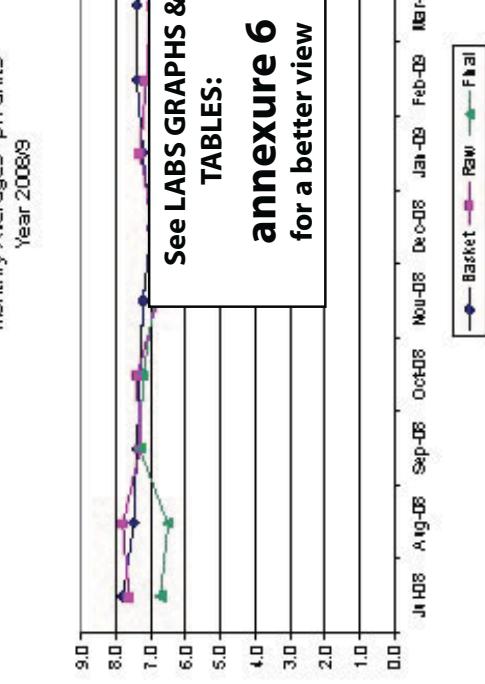
**Figure 5: Raw Incoming vs Basket vs Final Effluent Ammonia – Rawsonville WWTP**



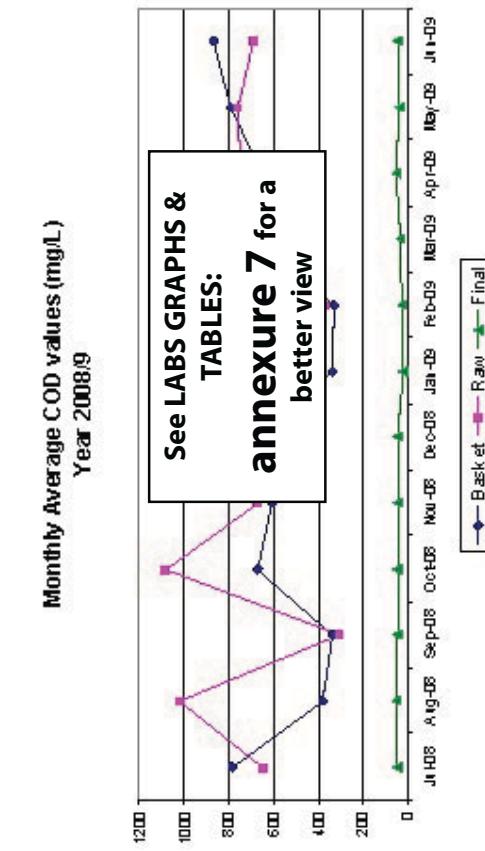
Monthly Averages - pH units Year 2008/9



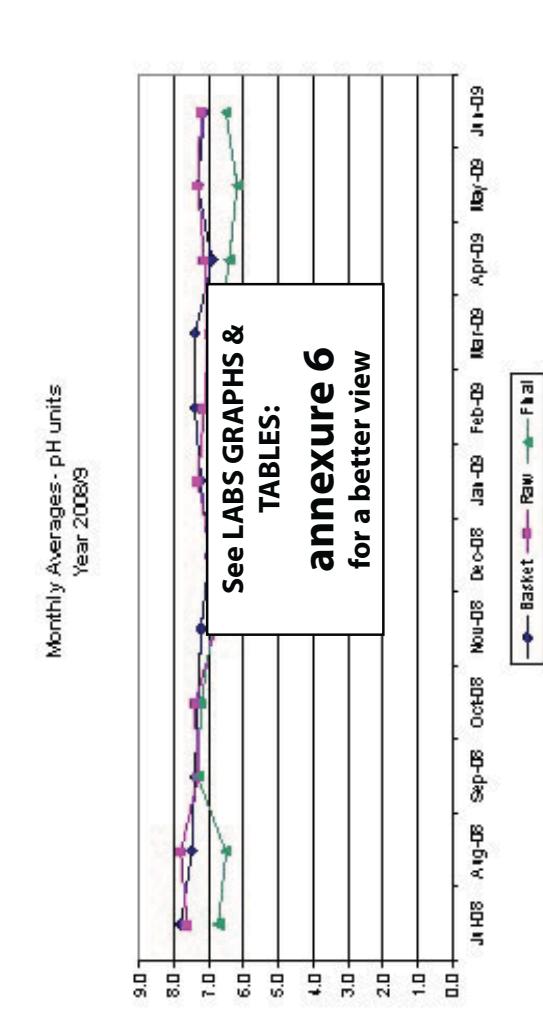
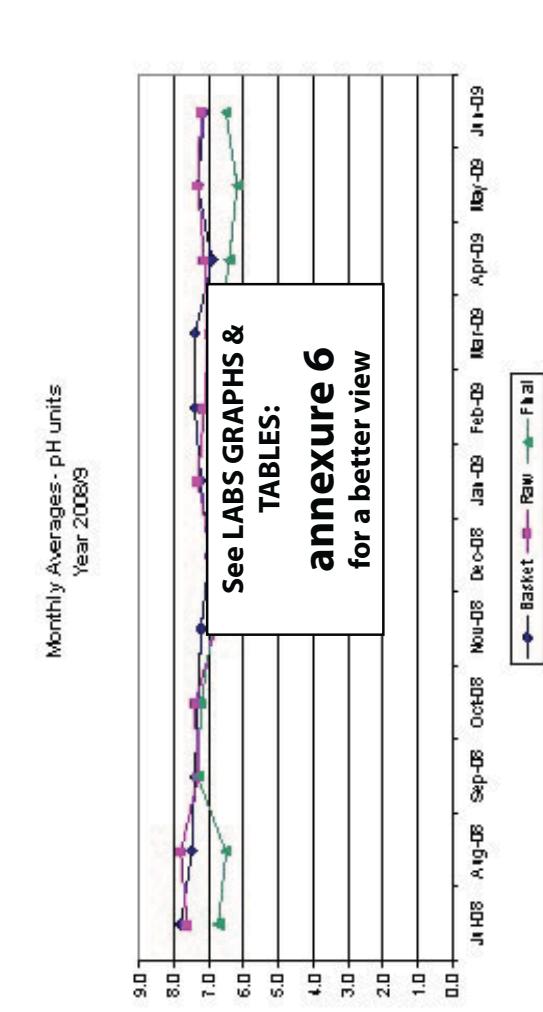
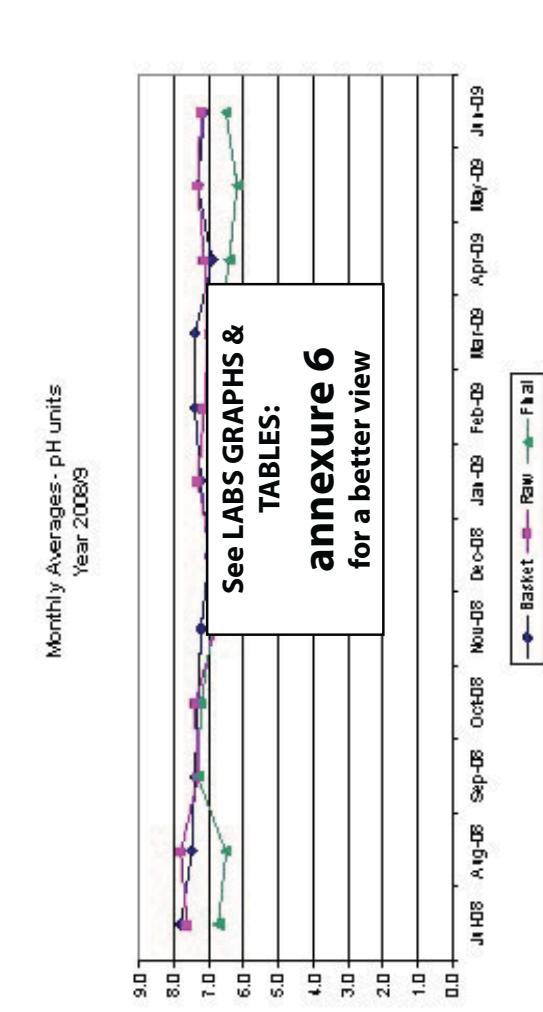
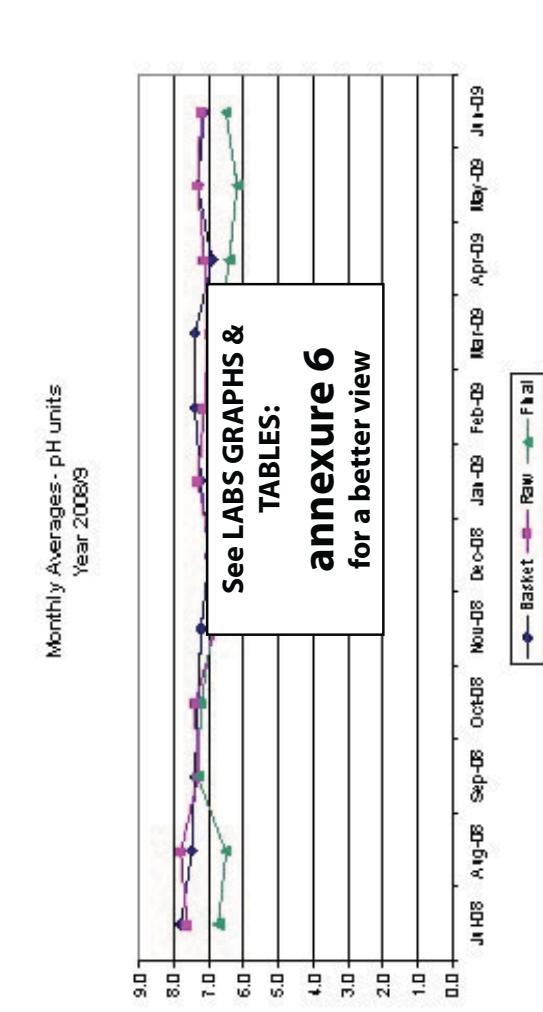
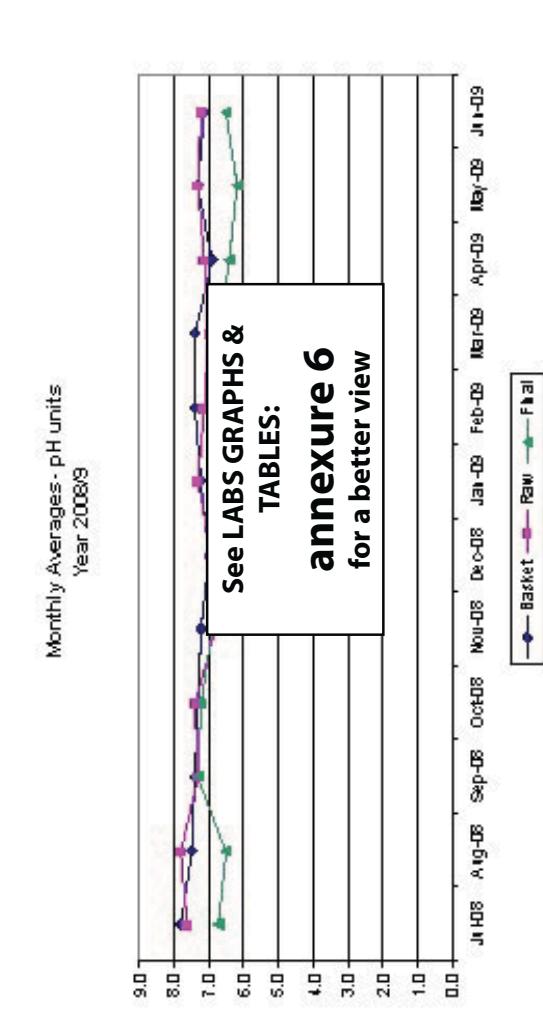
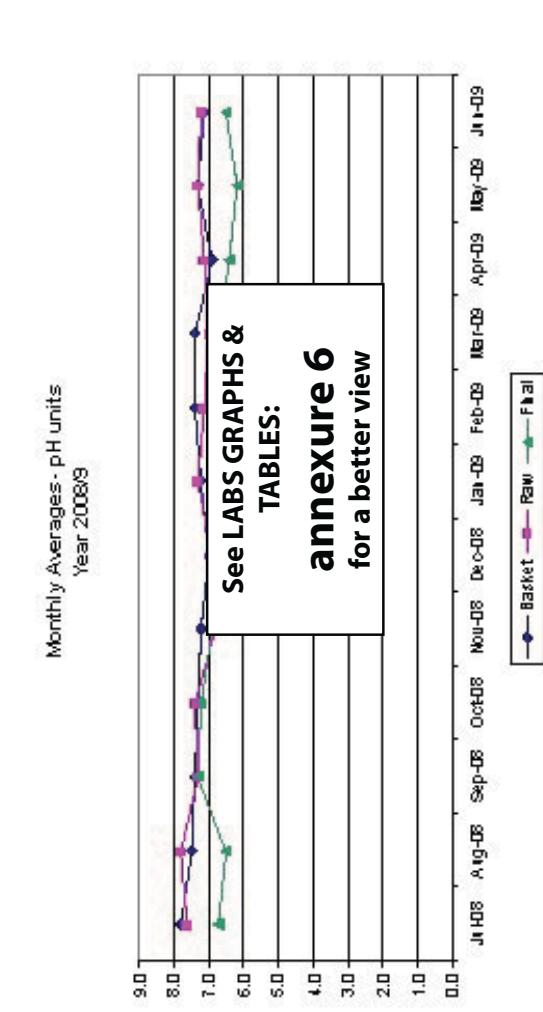
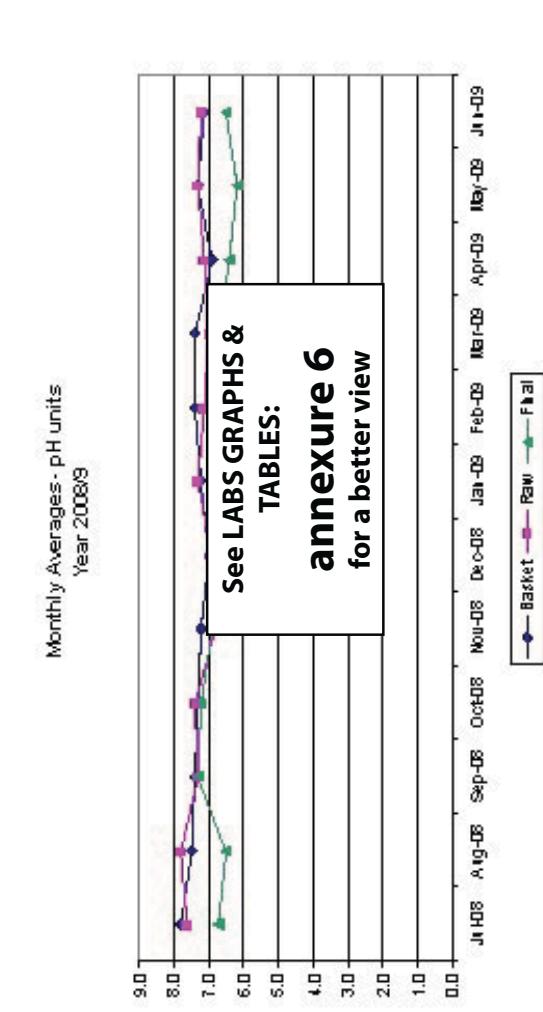
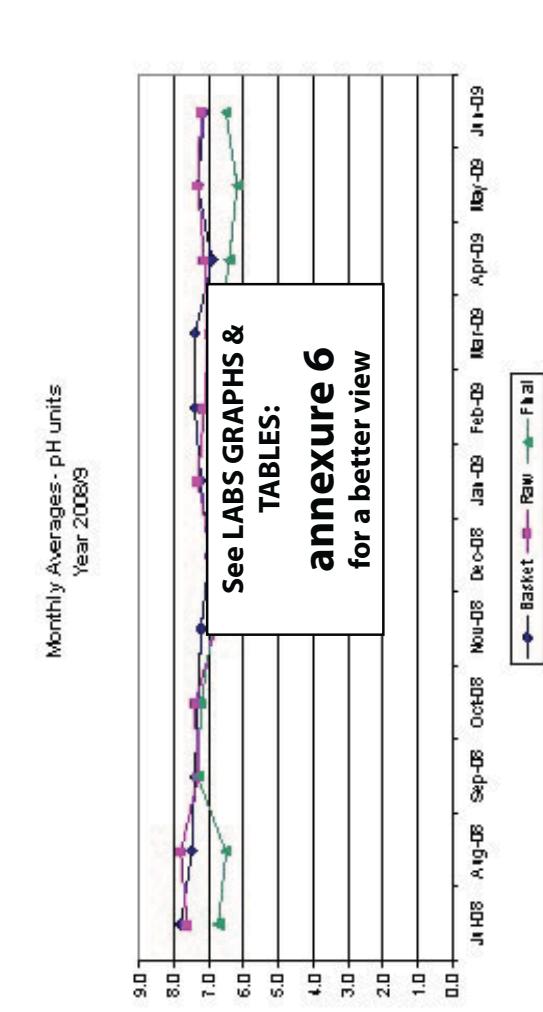
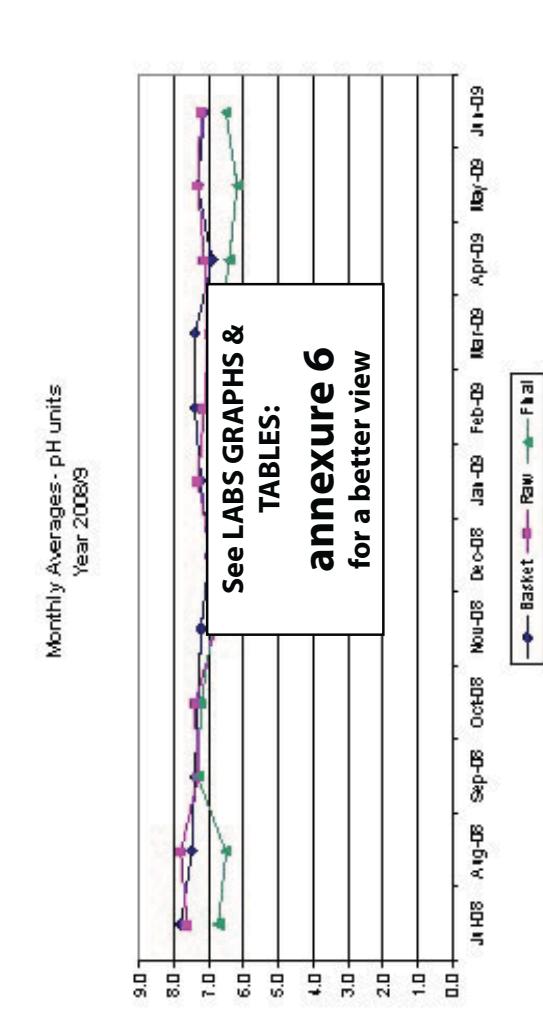
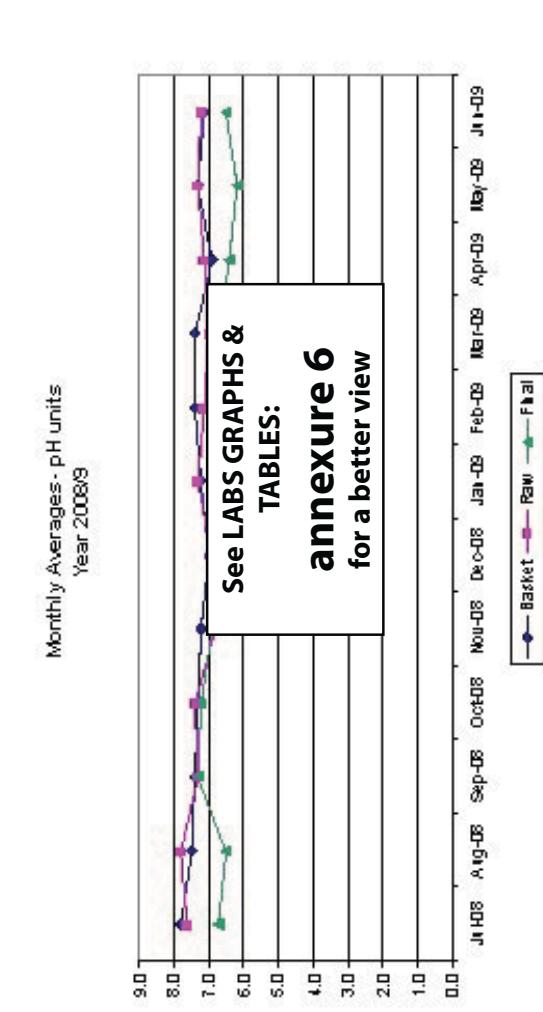
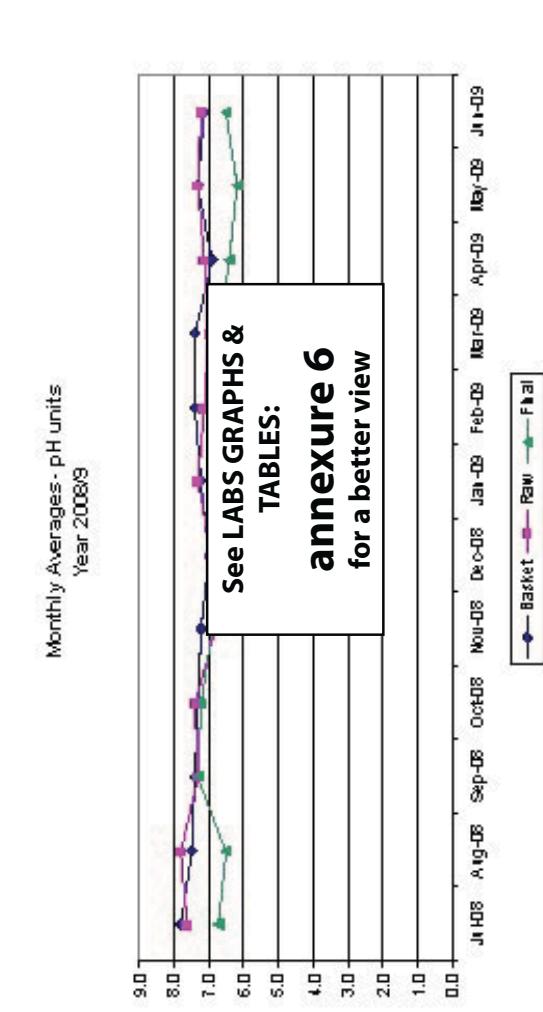
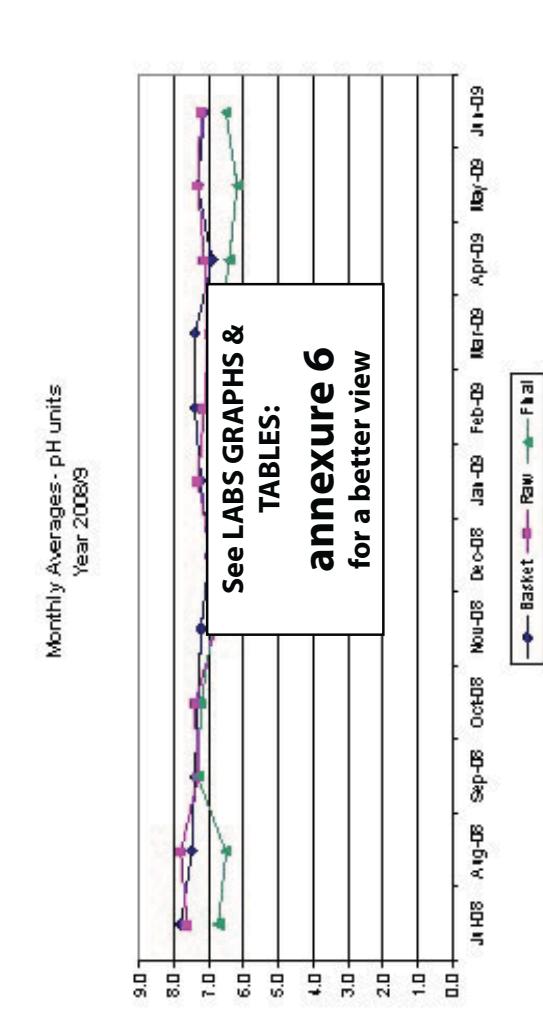
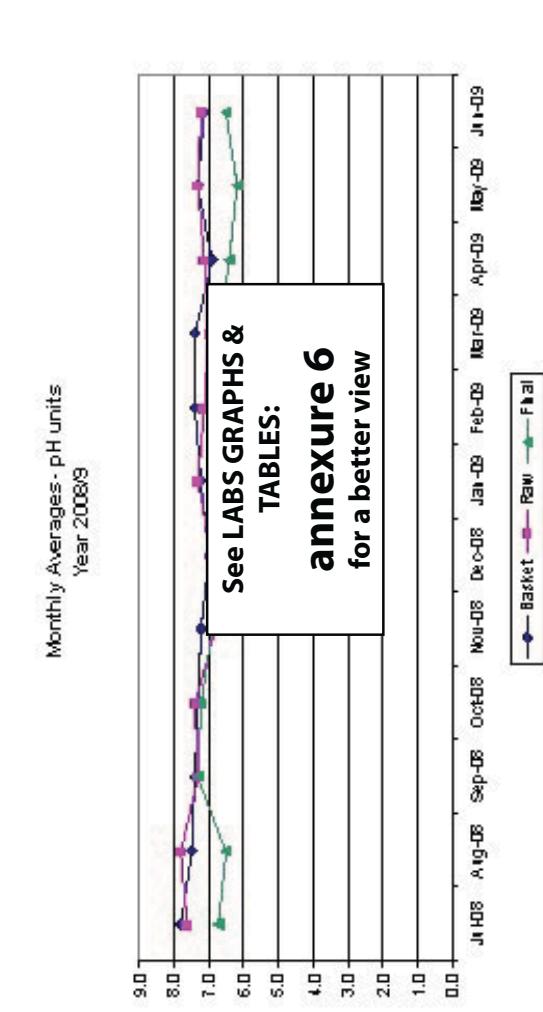
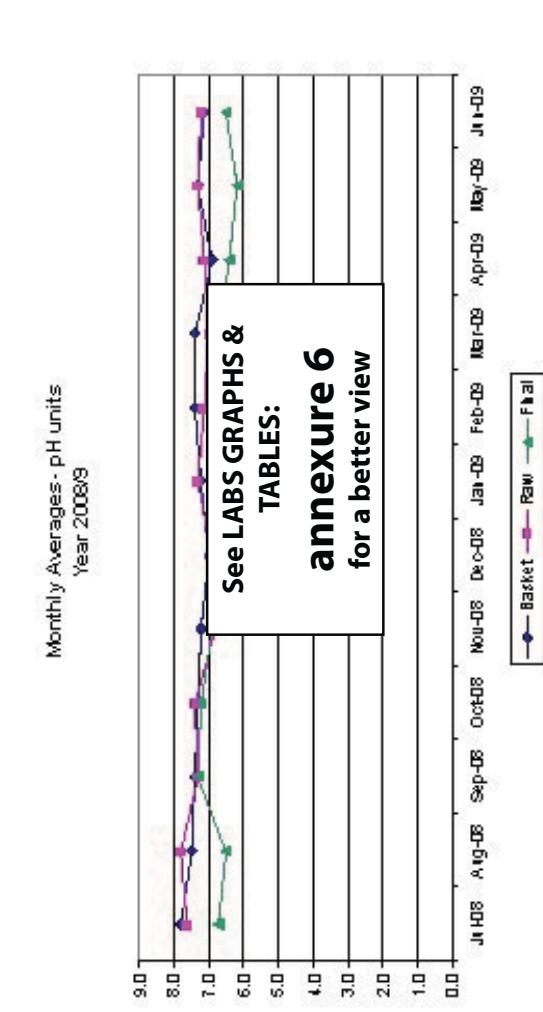
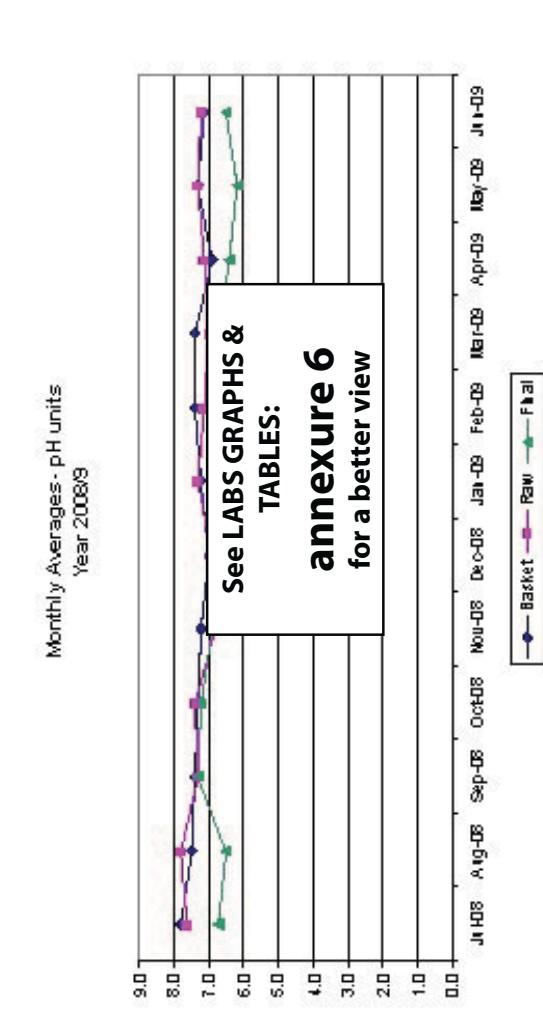
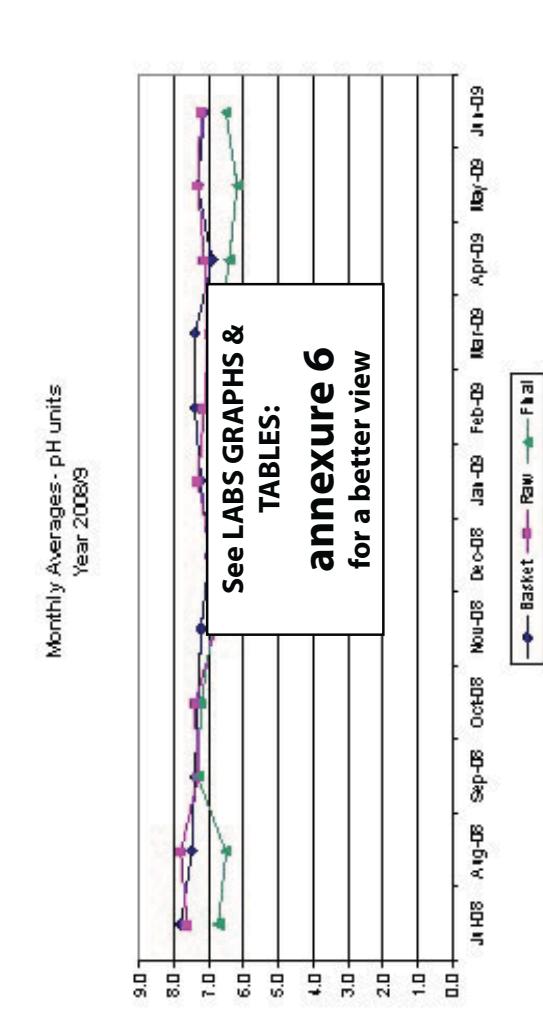
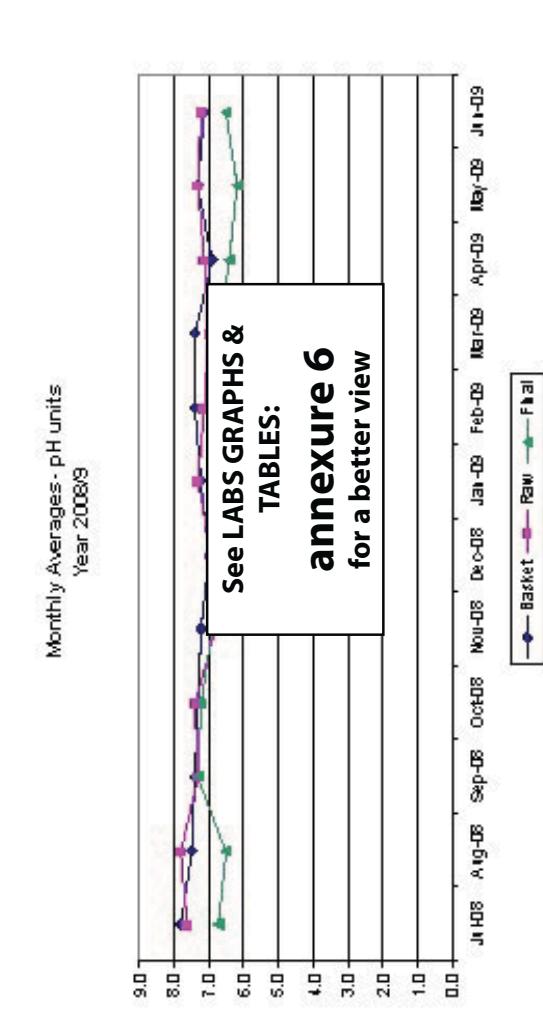
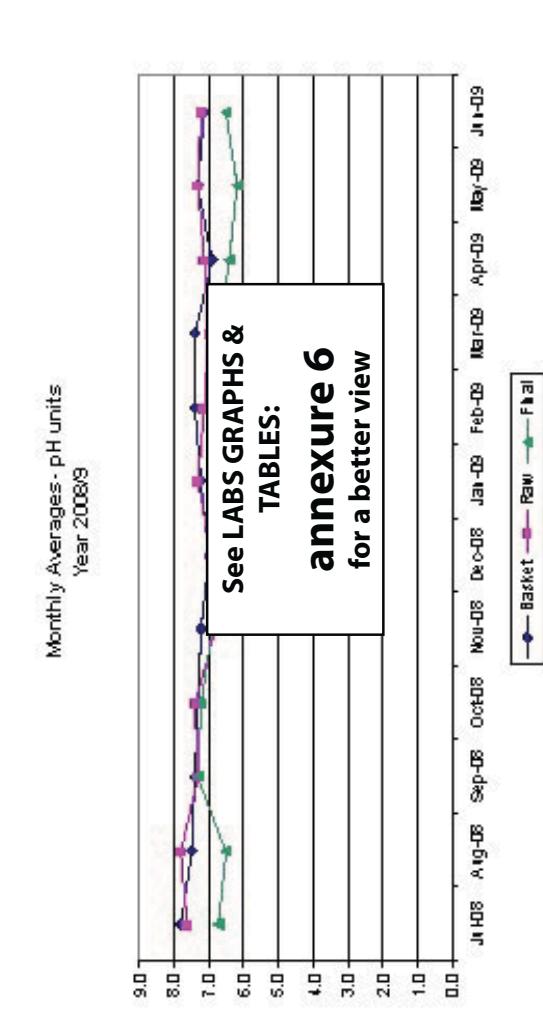
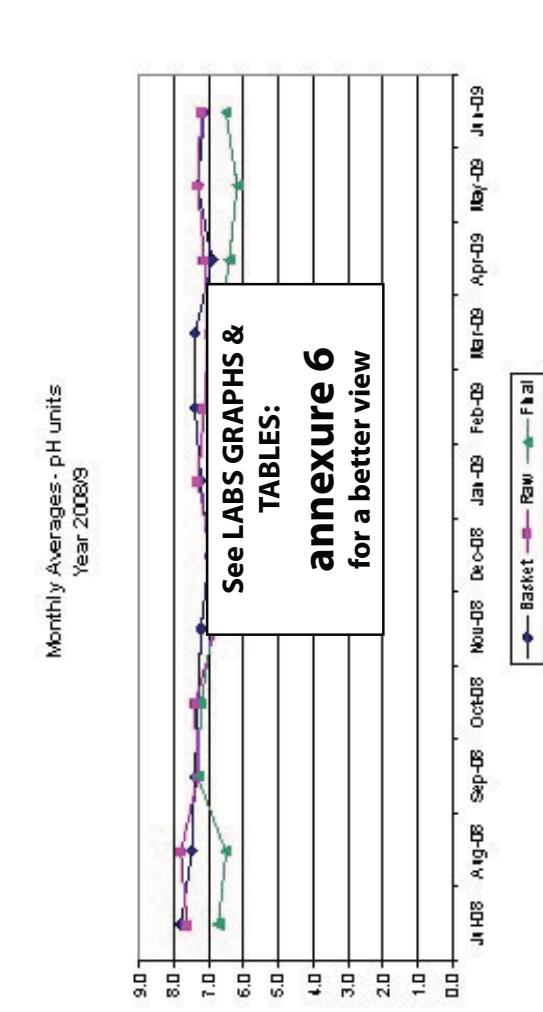
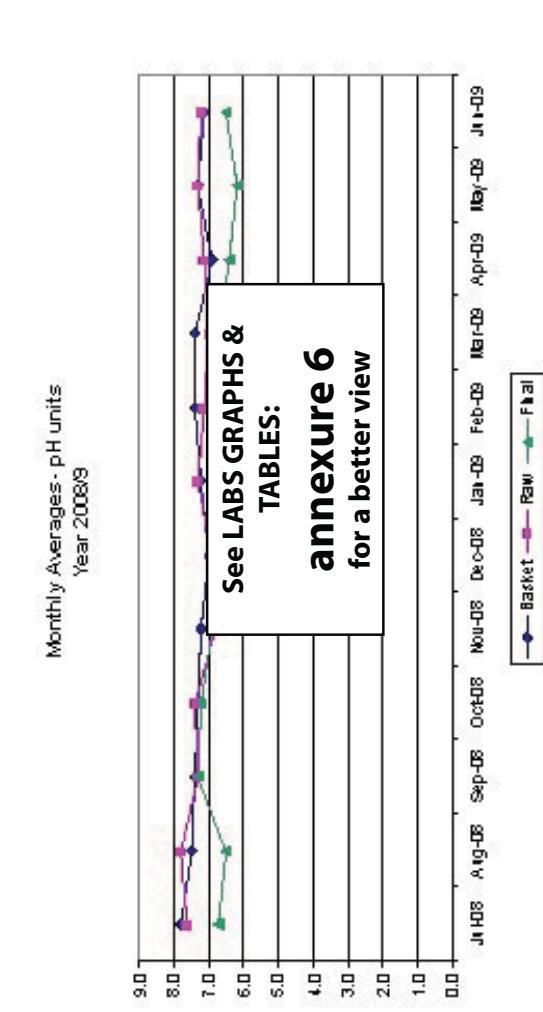
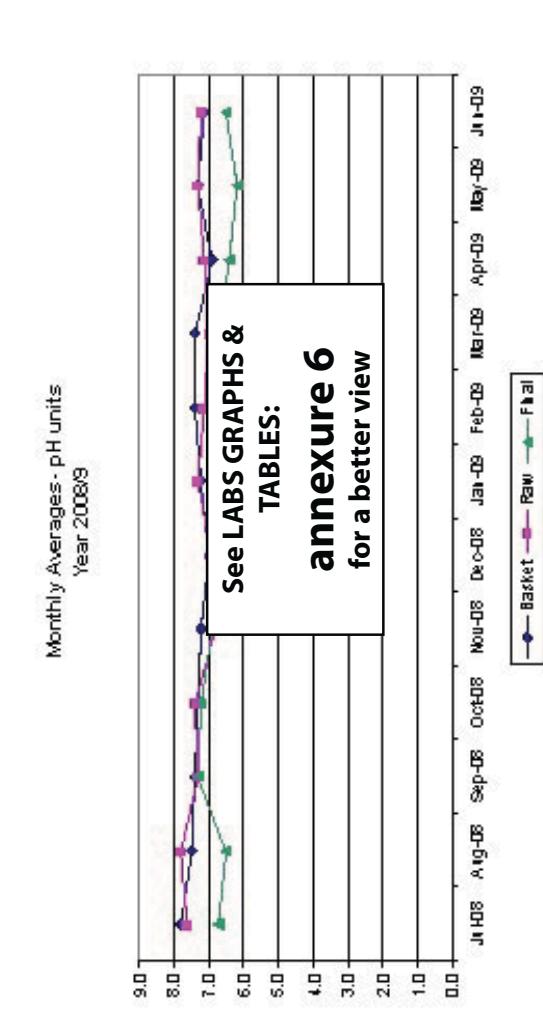
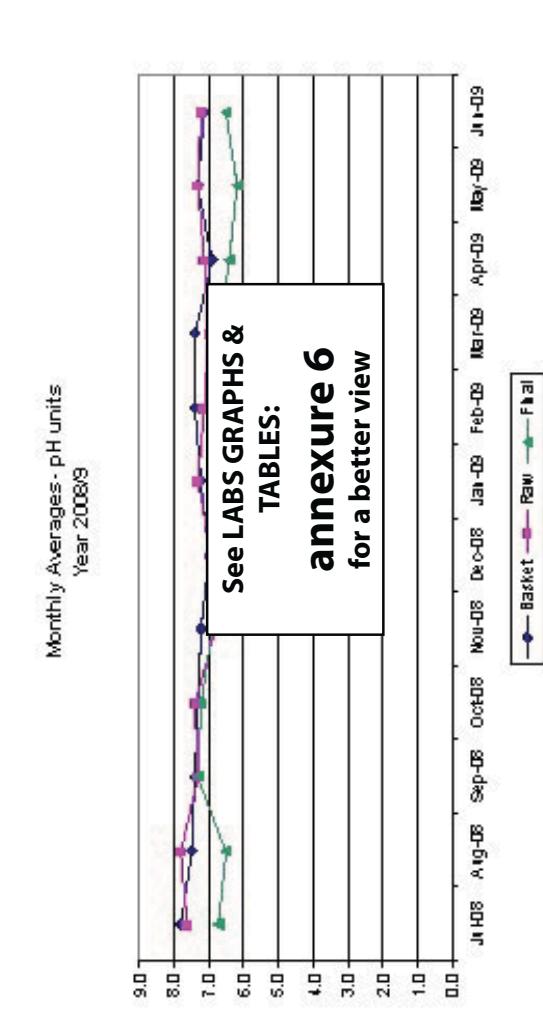
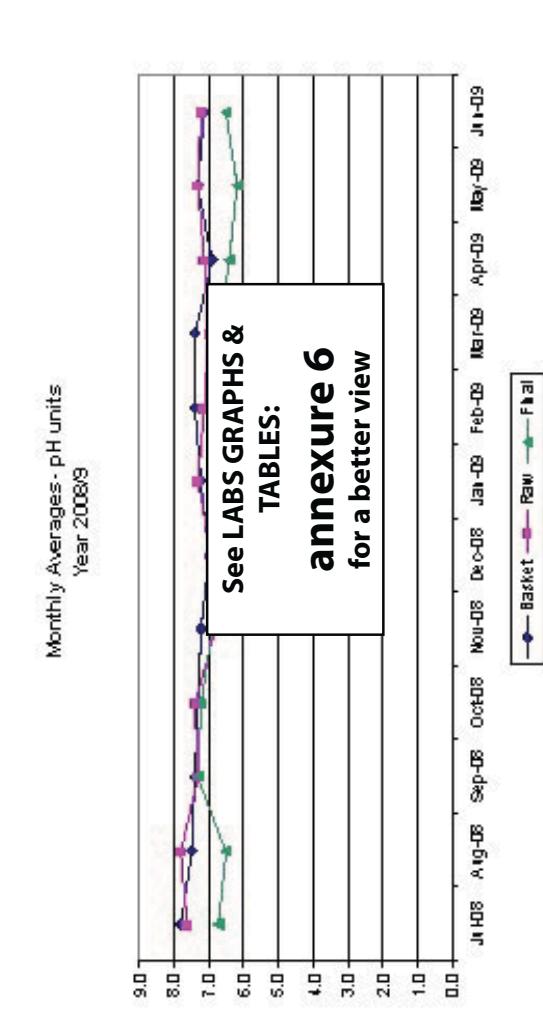
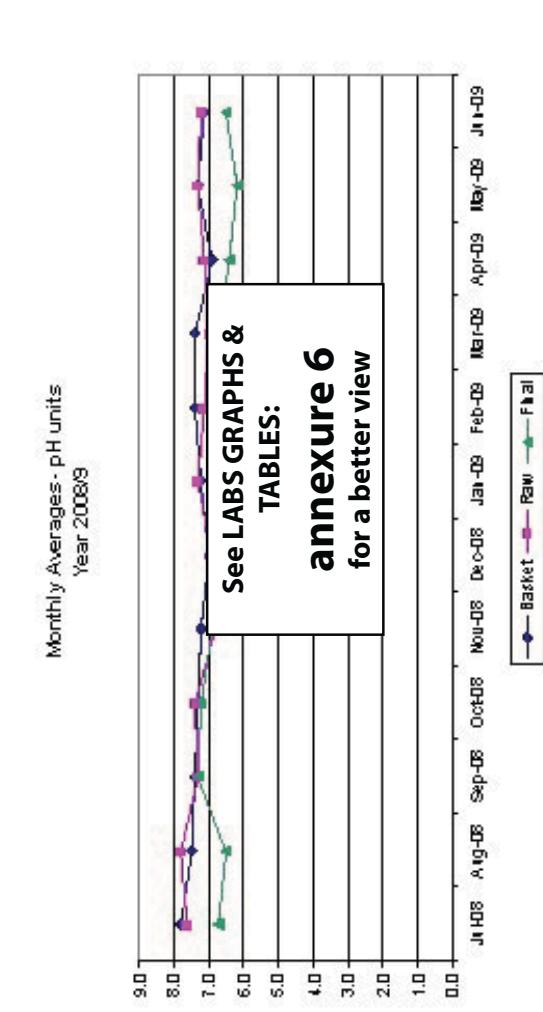
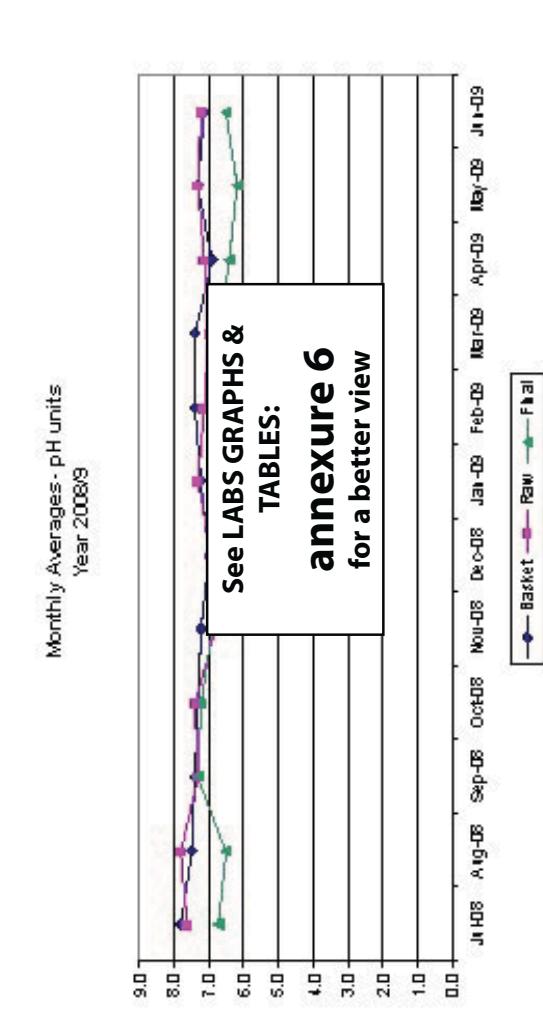
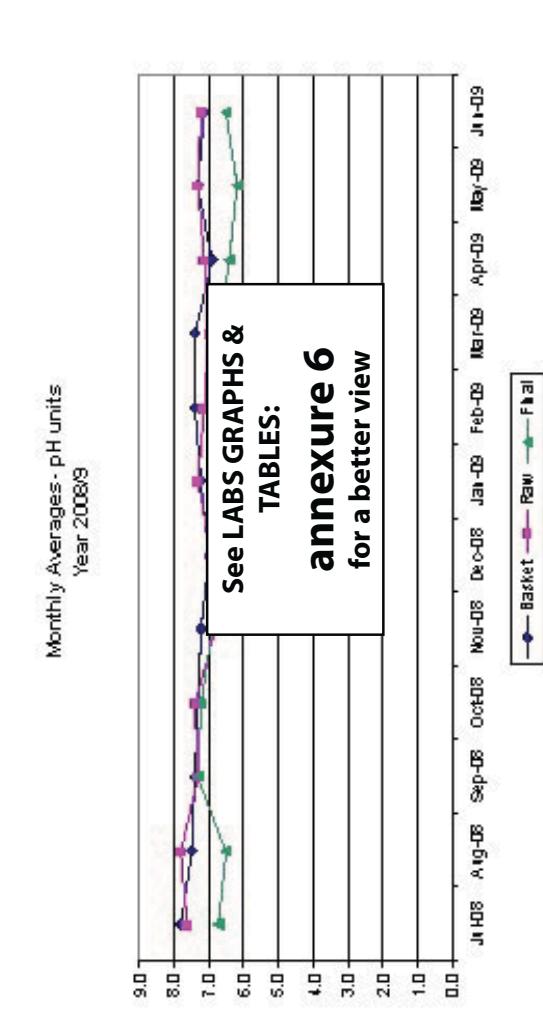
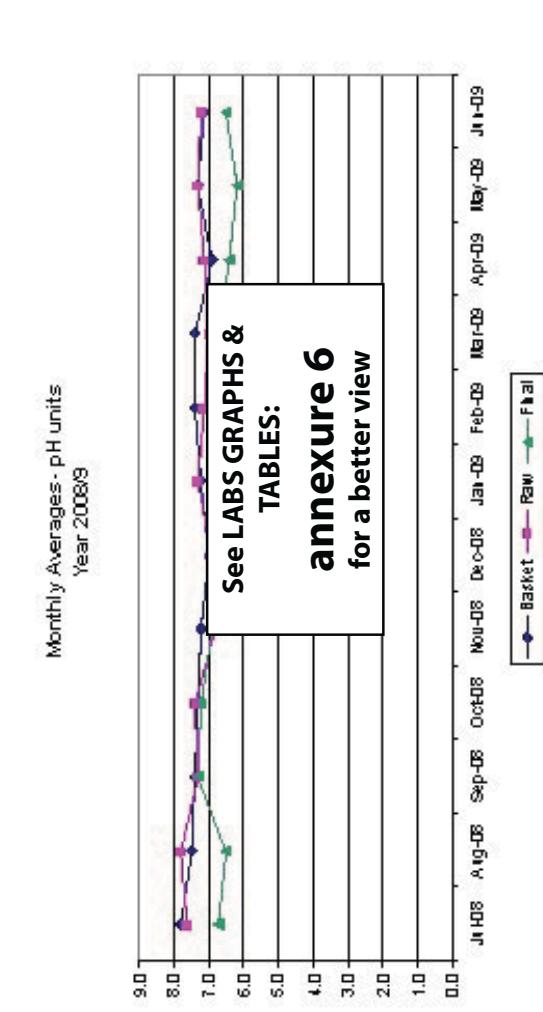
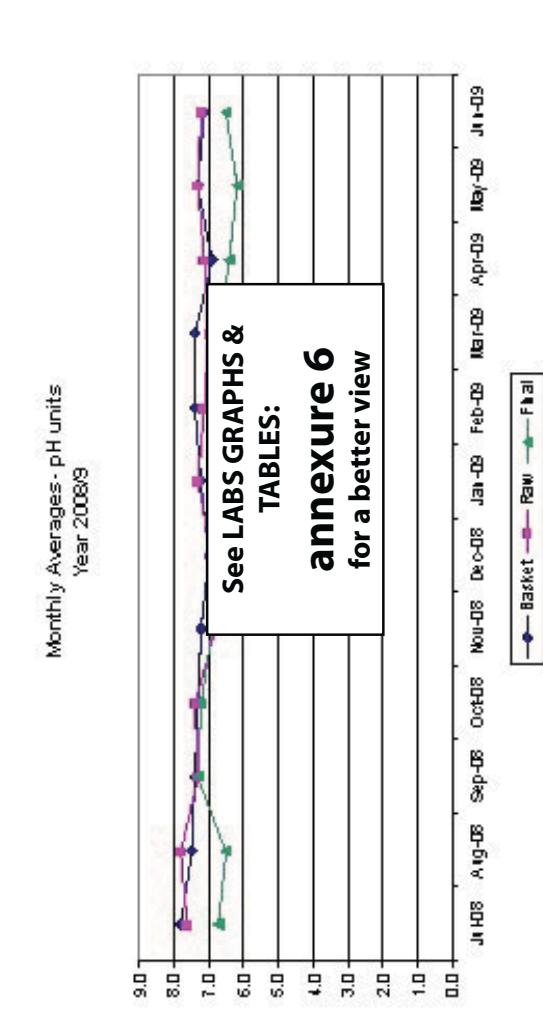
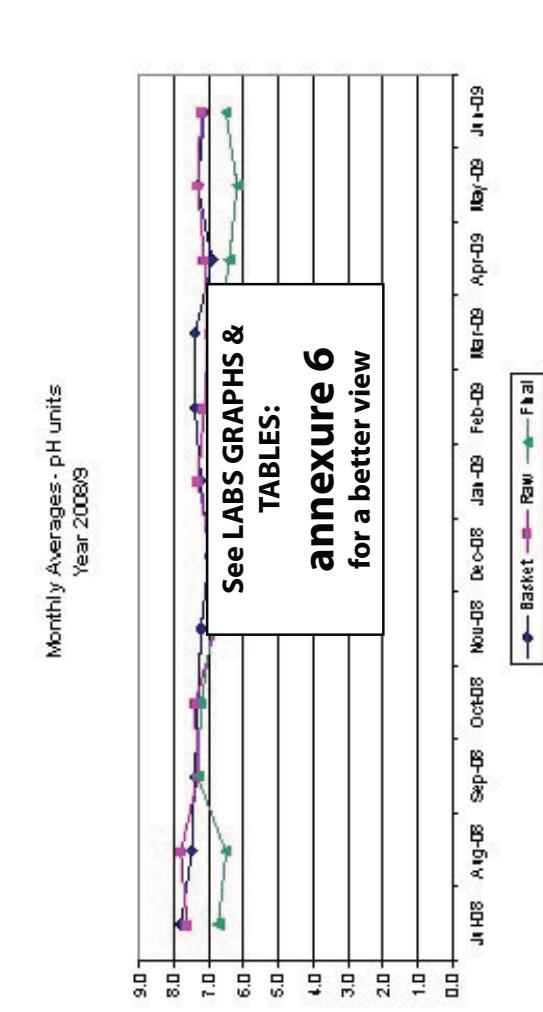
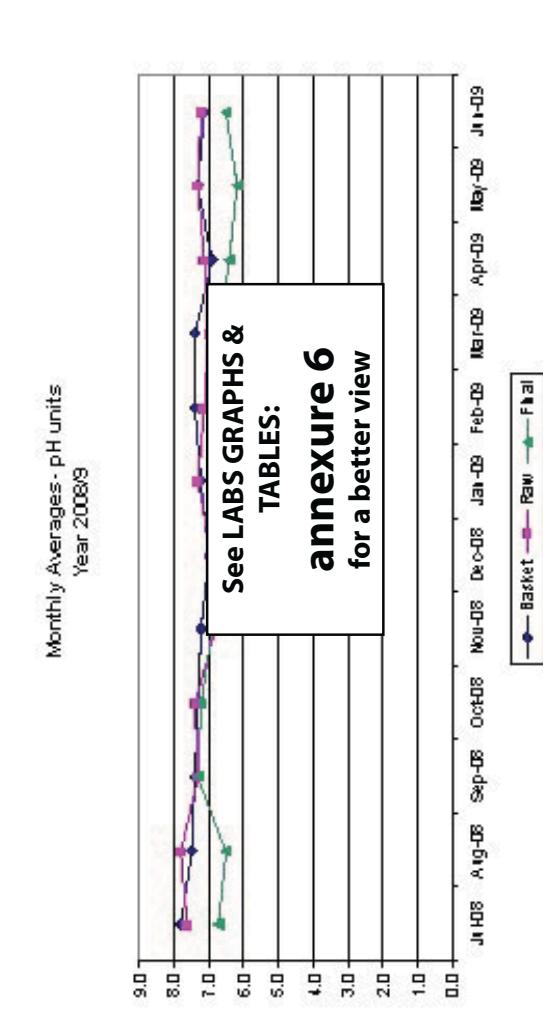
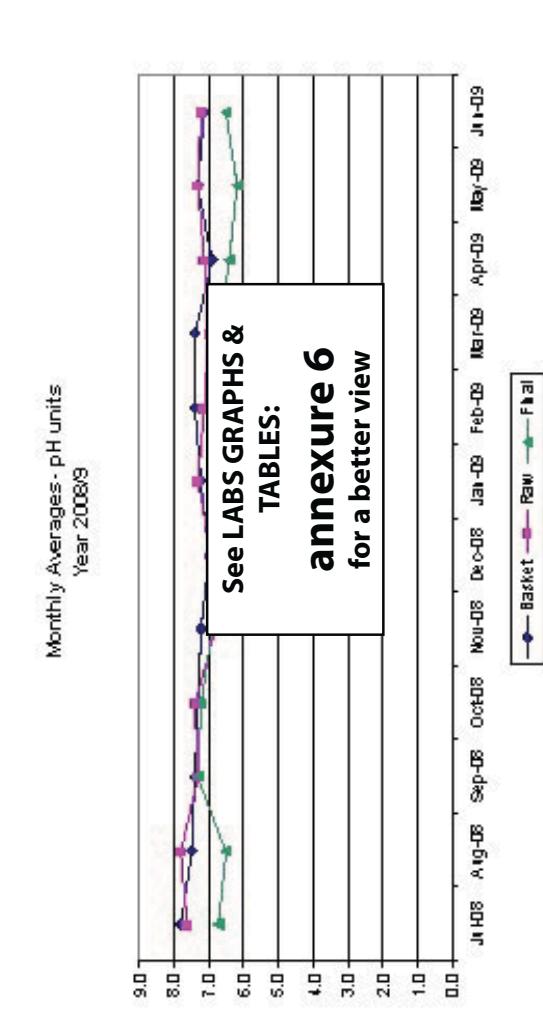
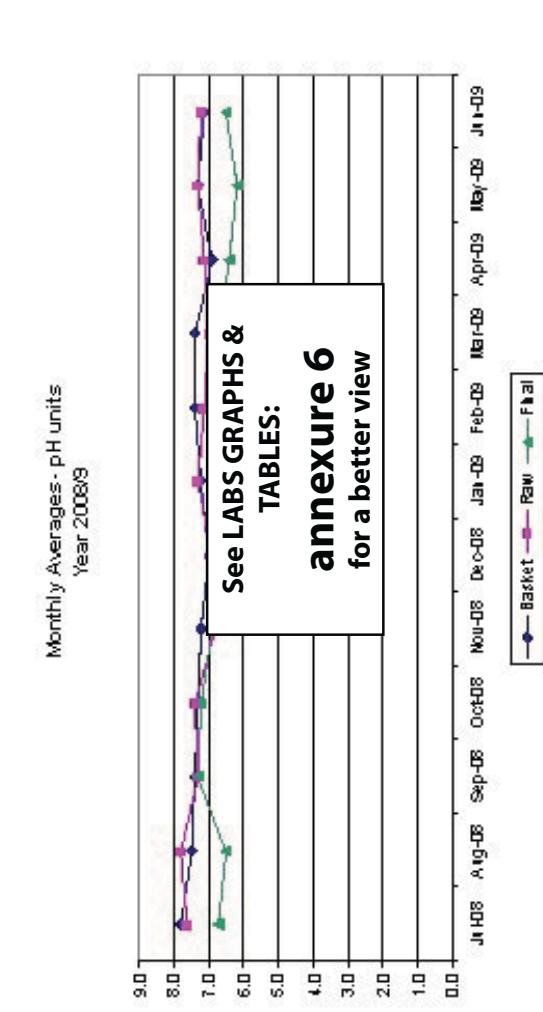
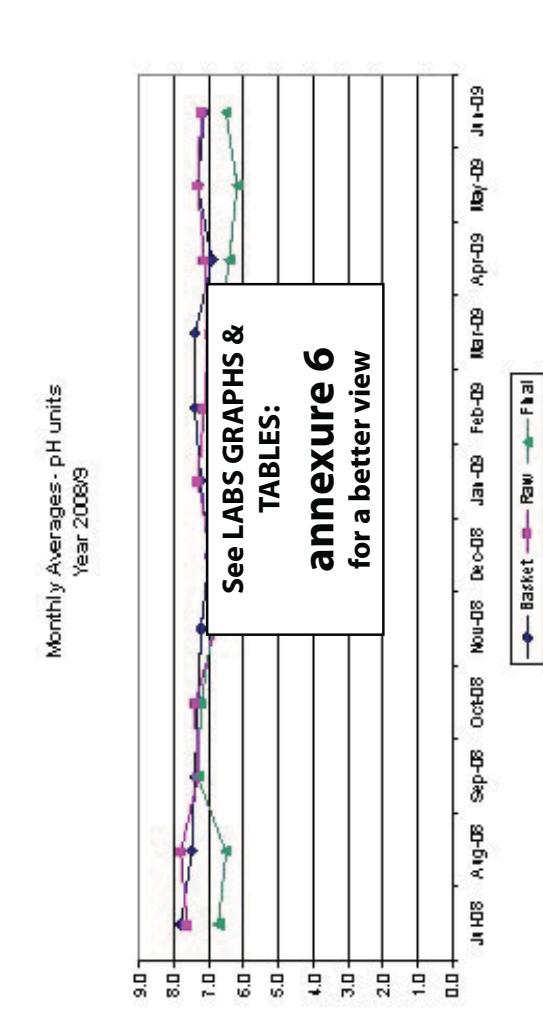
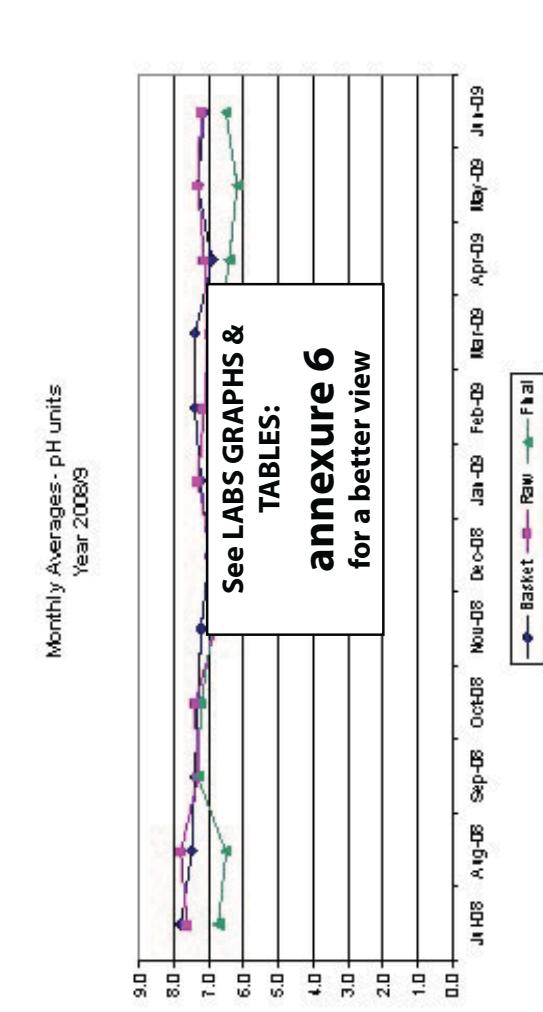
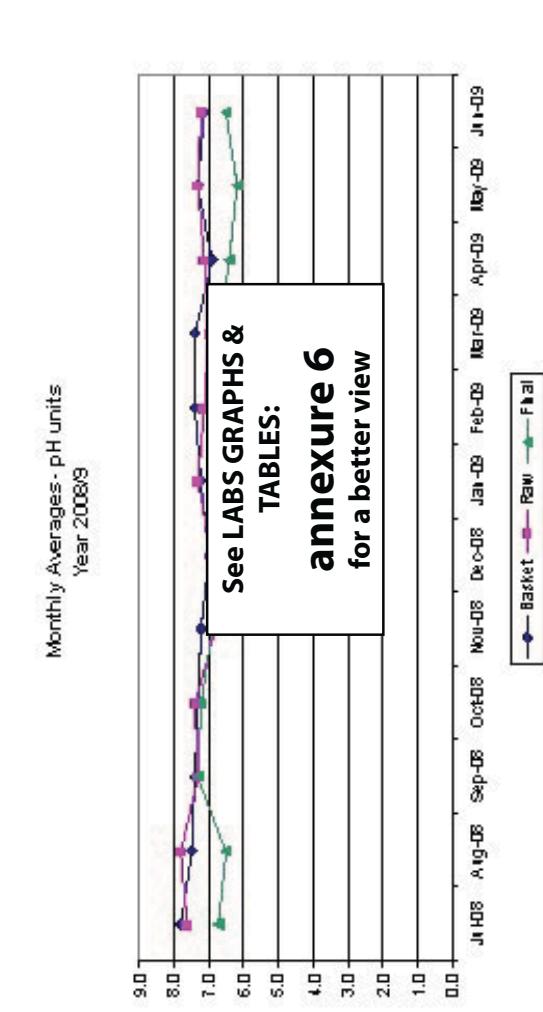
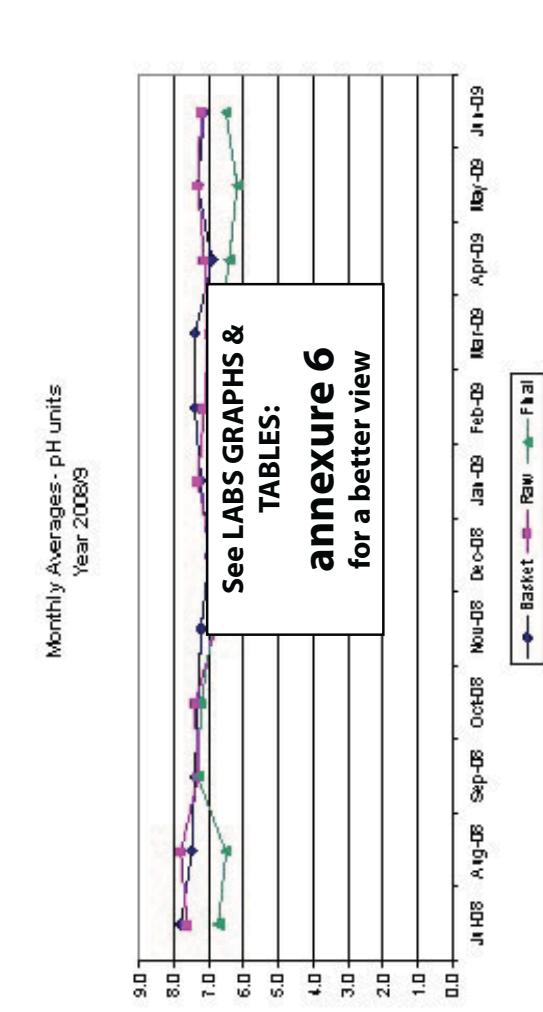
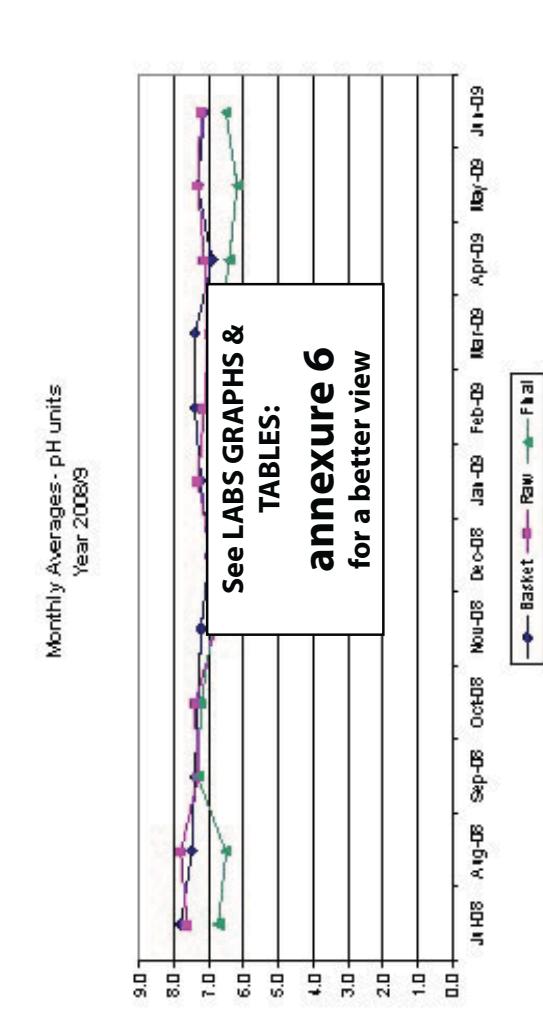
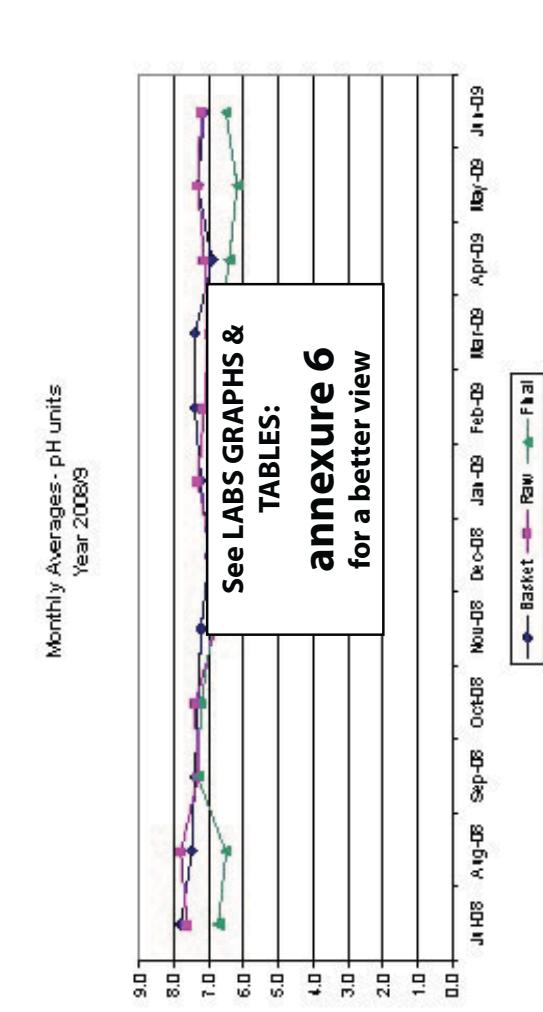
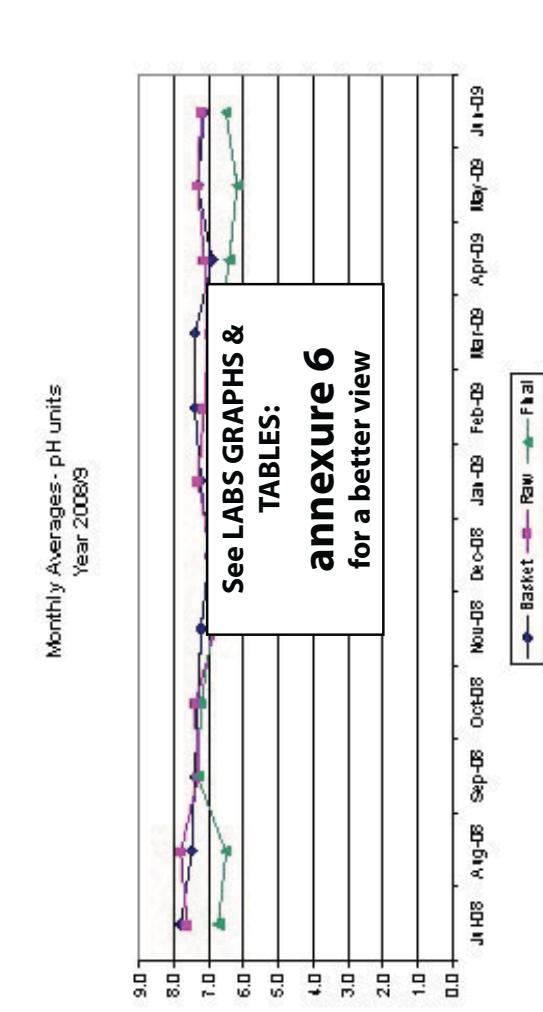
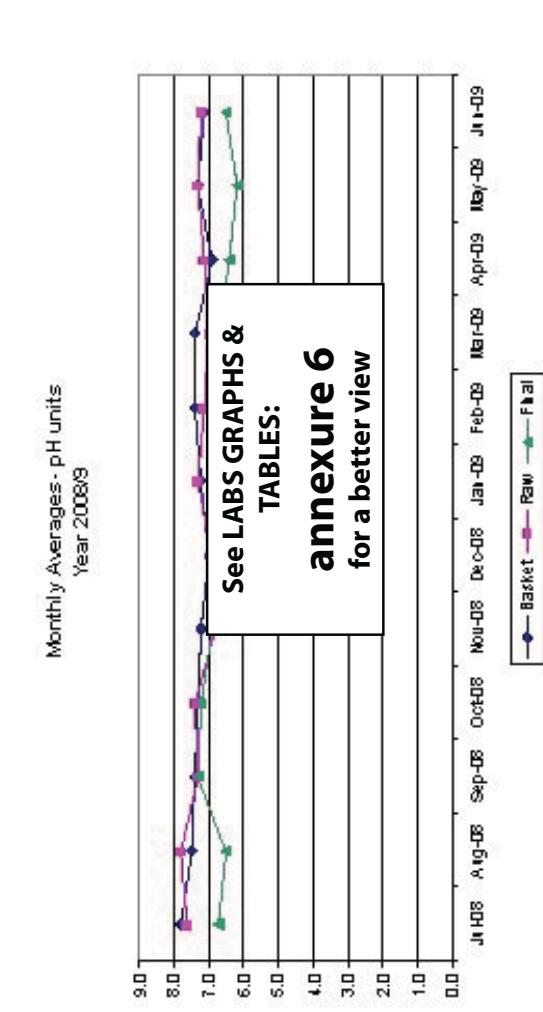
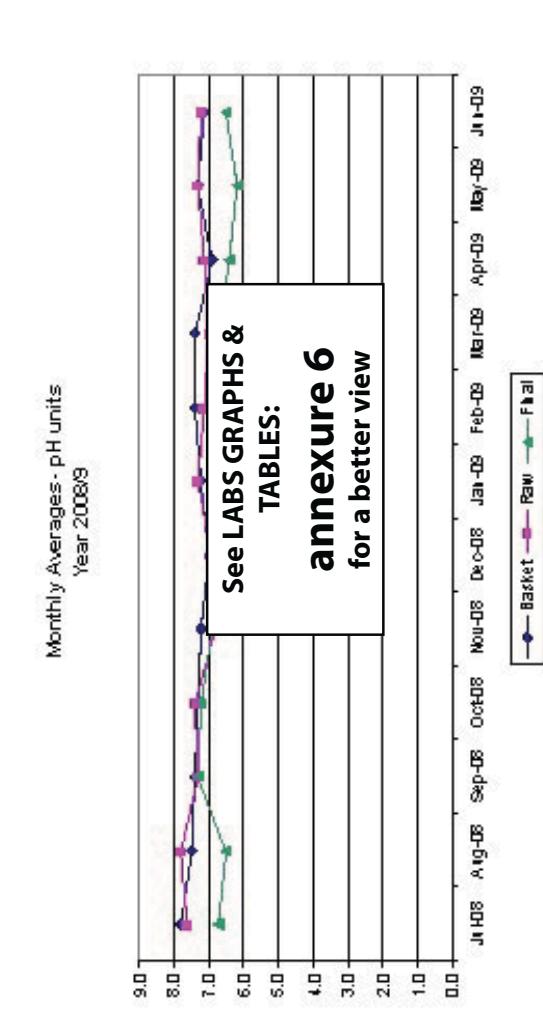
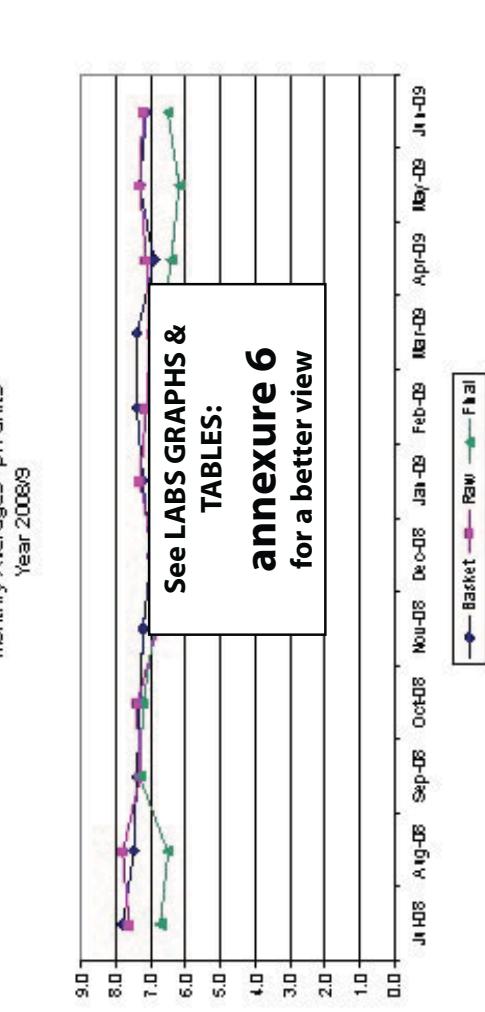
**Figure 5: Raw Incoming vs Basket vs Final Effluent pH values – Rawsonville WWTP**



**Figure 6: Raw Incoming vs Basket vs Final Effluent COD – Rawsonville WWTP**



**Figure 6: Raw Incoming vs Basket vs Final Effluent Ammonia – Rawsonville WWTP**



## OPERATIONAL SERVICES - Laboratory

**4.1.3 De Doorns** *Raw Incoming vs Final Effluent COD - De Doorns Old Plant*

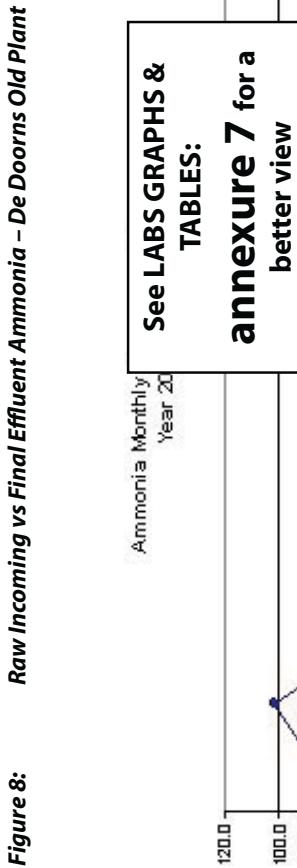
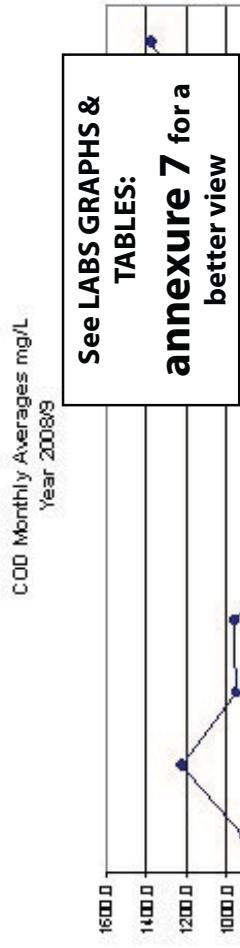
The average monthly values for De Doorns WWTP for the year 2008/9 are given in Table 5 and 6 below. Please note that results are split into those of the "old works" and the "new works". Also note that the new works only came into operation as from January 2009.

**Table 5: De Doorns WWTP - Old Plant (Different samples collected at plant)**

PARAMATER	Monthly Average: Year 2008/9					
	Raw	Ditch #1	Ditch #2	Clarifier #1 o/f	Clarifier #2 o/f	Clarifier #3 o/f
pH	7.5	6.0	6.1	5.2	5.6	5.3
Electrical Conductivity (mS/m)	993	631	61.7	71.8	66.8	68.0
Ortho-Phosphates (mg/l P)	18.3	-	-	-	-	-
Total Kjeldahl Ammonia (mg/l N)	79.9	-	-	-	-	-
Ammonia (mg/l N)	59.6	8.8	10.3	6.0	7.7	7.0
Nitrate (mg/l N)	10.9	30.9	25.7	33.2	29.4	27.6
COD unfiltered (mg/l)	813.0	83.8	138.3	90.6	88.9	71.0
Suspended Solids (mg/l)	318.7	7294.5	7350.1	50.9	41.5	25.1
Alkalinity (mg/l CaCO <sub>3</sub> )	228.9	38.2	35.3	23.2	20.6	12.6
SVI ml/L	-	651.5	496.7	-	-	-
Settleable Solids ml/L	-	606.8	465.6	-	-	-
COD filtered mg/l	-	64.8	76.0	-	-	-
Free Chlorine mg/l	-	-	-	-	-	1.2

**Table 6: De Doorns WWTP - New Plant (Different samples collected at plant)**

PARAMATER	Monthly Average: Year 2008/9					
	Raw	Anoxic Zone	Aerobic Zone	Anaerobic Zone	Clarifier #4 o/f	Final New Plant
pH	7.5	6.6	6.8	7.1	6.1	6.8
Electrical Conductivity (mS/m)	105.1	62.3	62.4	62.4	57.3	55.8
Ortho-Phosphates (mg/l P)	32.3	3.9	7.4	30.0	-	-
Total Kjeldahl Ammonia (mg/l N)	98.1	-	-	-	-	16.5
Ammonia (mg/l N)	64.0	20.1	11.0	18.9	8.0	4.0
Nitrate (mg/l N)	13.8	5.3	9.6	8.1	-	5.8
COD unfiltered (mg/l)	1027.1	-	-	-	57.6	54.1
Suspended Solids (mg/l)	317.4	2812.2	2512.8	1349.8	27.0	41.3
Alkalinity (mg/l CaCO <sub>3</sub> )	221.3	106.5	79.2	130.9	39.3	47.9
SVI ml/L	-	433.3	527.9	181.5	-	-
Settleable Solids ml/L	-	398.3	451.7	215.0	-	-
COD filtered mg/l	-	75.1	72.7	55.3	-	32.6
Free Chlorine mg/l	-	-	-	-	-	1.5

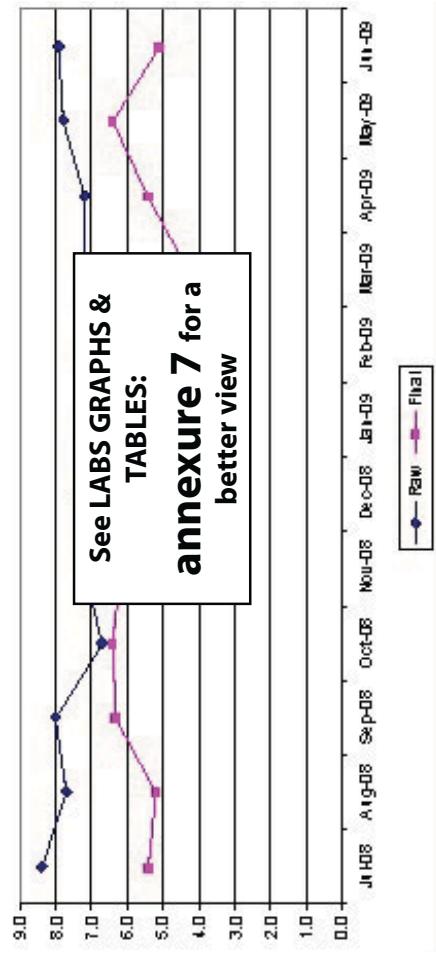


Figures 7, 8, 9, 10, 11 and 12 depict the Monthly Average COD, Ammonia and pH values of both the old and new plant respectively. A comparison is made between concentrations of the raw incoming sewerage versus the final effluent discharged.

OPERATIONAL SERVICES - Laboratory

Figure 9: Raw Incoming vs Final Effluent pH values – De Doorns Old Plant

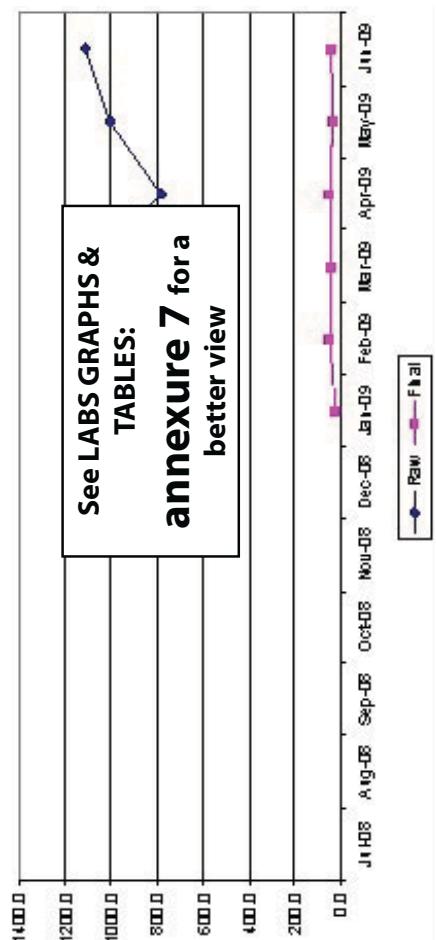
pH Monthly Averages  
Year 2008/9



See LABS GRAPHS &  
TABLES:  
**annexure 7** for a  
better view

Figure 10: Raw Incoming vs Final Effluent COD – De Doorns New Plant

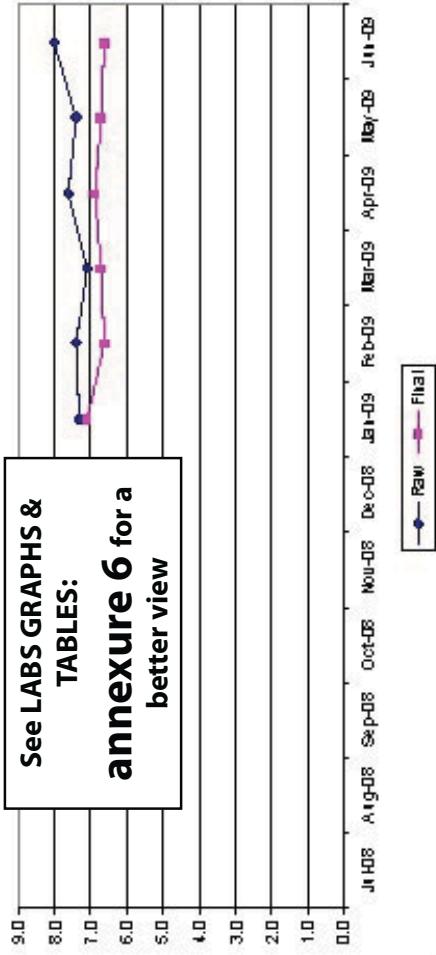
COD Monthly Averages mg/L  
Year 2008/9



See LABS GRAPHS &  
TABLES:  
**annexure 7** for a  
better view

Figure 11: Raw Incoming vs Final Effluent Ammonia – De Doorns New Plant

Ammonia Monthly Averages mg/L  
Year 2008/9



See LABS GRAPHS &  
TABLES:  
**annexure 6** for a  
better view

#### 4.1.4 Touws River

The average monthly values for Touws River for the year 2008/9 are given in Table 7.

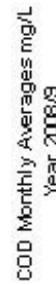
**Table 7: Touws River WWTP (Different samples collected at plant)**

PARAMETER	AVERAGES: Year 2008/9		
	Raw	Ditch o/f	Clarifier o/f
pH	7.45	6.63	6.16
Electrical Conductivity (mS/m)	107.19	64.90	70.23
Ortho-Phosphates (mg/l P)	17.09	-	15.05
Total Kjeldahl Ammonia (mg/l N)	80.50	-	-
Ammonia (mg/l N)	59.98	10.16	10.12
Nitrate (mg/l N)	8.37	19.26	7.20
COD unfiltered (mg/l)	669.09	-	106.07
Suspended Solids (mg/l)	344.53	6167.97	53.10
Alkalinity (mg/l CaCO <sub>3</sub> )	254.67	67.61	47.00
SVI ml/L	-	721.32	-
Settleable Solids ml/L	-	689.65	-
COD filtered mg/L	-	74.16	52.61
Free Chlorine mg/L	-	-	1.15

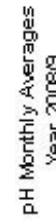
211

Figures 13, 14 and 15 depict the Monthly Average COD, Ammonia and pH values respectively. A comparison is made between concentrations of the raw incoming sewerage versus the final effluent discharged.

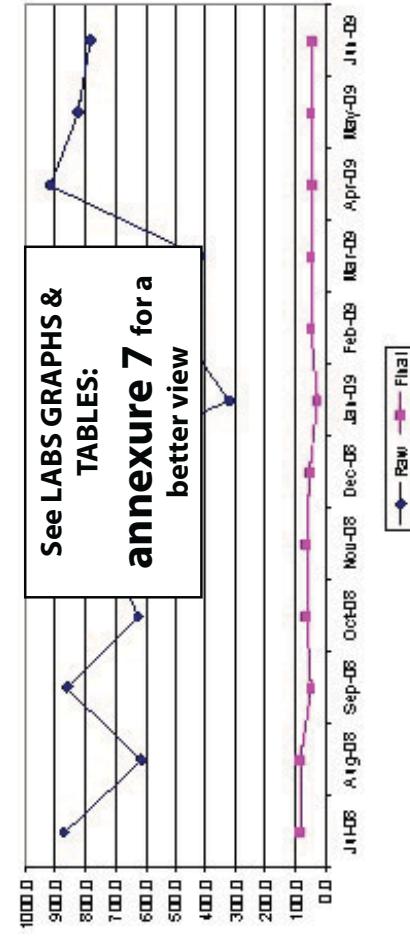
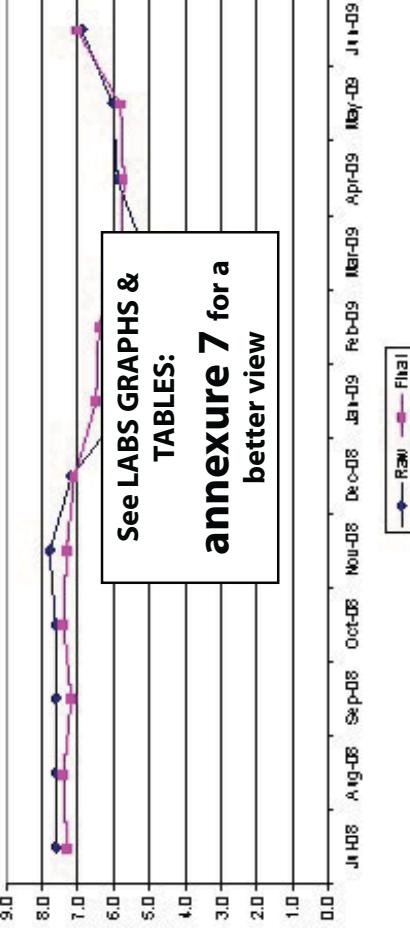
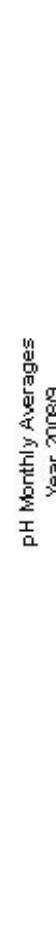
**Figure 13: Raw Incoming vs Final Effluent COD - Touws River WWTP**



**Figure 14: Raw Incoming vs Final Effluent Ammonia - Touws River WWTP**



**Figure 15: Raw Incoming vs Final Effluent pH values - Touws River WWTP**



## OPERATIONAL SERVICES - Laboratory

### 4.2 Drinking Water Quality Management (DWQM)

#### 4.2.1 Worcester

The average monthly values for the year 2008/9 are given in Table 8 below.

**Table 8: Worcester Drinking Water Quality**

Parameter	Monthly Averages: Year 2008/9													
	W-west	W-net4	Apark	W-net7	Jpark	Zwel	W-net8	Sasko	Bkloof	W-net10	W-net11	Panoram	W-net12	Tcenter
pH (lab)	8.49	7.75	8.17	8.04	8.39	8.94	9.16	9.16	8.45					
Temperature (lab)	20.31	19.65	19.70	20.31	20.12	20.27	19.95	19.95	19.99					
Electrical Conductivity (mS/m)	3.59	3.46	3.33	3.87	4.04	3.85	3.48	3.48	2.93					
Total Dissolved Solids (mg/l)	22.98	24.60	21.32	24.76	25.82	24.62	22.28	22.28	18.78					
Colour APHA STD	Cobalt-Platinum	1.18	1.38	1.16	1.15	1.41	1.37	1.58	1.28					
Turbidity FTU	0.15	0.20	0.10	0.12	0.21	0.17	0.23	0.17	0.17					
Total Hardness mg/l	15.45	15.09	15.73	15.45	16.00	27.09	26.82	26.82	17.91					
Calcium Hardness	10.91	11.18	11.82	11.00	11.80	21.09	20.36	20.36	13.45					
Magnesium Hardness (calculated)	4.55	3.91	3.91	4.45	4.20	6.00	6.45	6.45	4.45					
Calcium (calculated) as mg/l Ca	4.37	4.48	4.73	4.40	4.72	8.44	8.15	8.15	5.39					
Magnesium (calculated) as mg/l Mg	1.10	0.95	0.95	1.08	1.02	1.46	1.57	1.57	1.08					
Iron	0.05	0.05	0.03	0.04	0.03	0.04	0.04	0.04	0.03	0.05				
Manganese	0.01	0.02	0.01	0.00	0.02	0.01	0.01	0.01	0.01	0.01	0.01			
Alkalinity (mg/l CaCO <sub>3</sub> )	10.55	10.64	11.00	11.09	11.50	24.18	24.55	24.55	11.91					
Chloride (mg/l Cl)	8.91	9.82	9.55	9.90	9.40	9.82	9.82	9.82	9.91					
Coliforms/ 100 ml	0.00	0.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
E.coli/100 ml	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Free Chlorine (mg/L)	1.25	1.28	1.15	1.21	1.18	1.27	1.27	1.27	1.16					
pHs	9.85	9.77	9.76	9.80	9.77	9.18	9.29	9.29	9.71					
Li	-1.07	-1.50	-1.38	-1.49	-1.28	-0.09	-0.09	-0.09	-1.14					

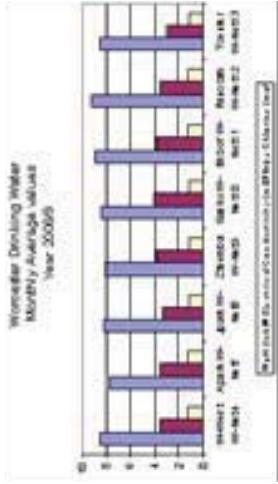
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**Table 8: Worcester Drinking Water Quality**

**Figure 16** depicts the Monthly Average pH, Electrical conductivity (mS/m) Free Chlorine (mg/L) values. A comparison is shown between different end-point users in the town of Worcester.

**Figure 16:** Comparison of end-point user quality i.t.o pH, EC and free Chlorine

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## OPERATIONAL SERVICES - Laboratory

### 4.2.2 Rawsonville

The average monthly values for the year 2008/9 are given in Table 9.

**Table 9: Rawsonville Drinking Water Quality**

PARAMATER	Monthly Averages: Year 2008/9			
	De Nova RNET 8	School RNET 9	MiddleDorp RNET 10	Rou Sample
pH (lab)	6.3	6.5	6.5	6.1
Temperature (lab)	19.4	19.1	19.5	17.9
Electrical Conductivity (mS/m)	3.9	4.0	4.3	4.8
Total Dissolved Solids (mg/l)	22.1	22.4	24.7	31.0
Colour APHA Platinum-Cobalt std	0.6	0.7	0.9	0.8
Turbidity FTU	0.2	0.3	0.3	0.3
Total Hardness	12.9	11.3	11.9	12.1
Calcium Hardness	9.3	8.2	8.7	8.9
Magnesium Hardness (calculated)	3.2	2.6	2.7	3.3
Calcium (calculated) as mg/l Ca	3.3	2.9	3.2	3.5
Magnesium (calculated) as mg/l Mg	0.8	0.6	0.7	0.8
Iron	0.0	0.0	0.0	0.1
Manganese	0.0	0.0	0.0	0.0
Alkalinity (mg/l CaCO <sub>3</sub> )	0.0	0.0	0.0	0.0
Chloride (mg/l Cl)	7.5	8.3	8.1	7.7
Alkalinity (mg/l CaCO <sub>3</sub> )	10.2	10.2	11.0	12.0
Chloride (mg/l Cl)	1.3	1.0	2.0	1.7
Sulphate (mg/l SO <sub>4</sub> )	1.2	1.3	1.3	0.0
Free Chlorine (mg/L)	10.1	10.1	10.1	10.1
pHs	-1.1	-0.9	-0.9	-2.2
Li	0.0	0.0	0.0	0.0
Total Coliforms per 100ml	0.0	0.0	0.0	0.0
E.Coli per 100 ml	0.0	0.0	0.0	0.0

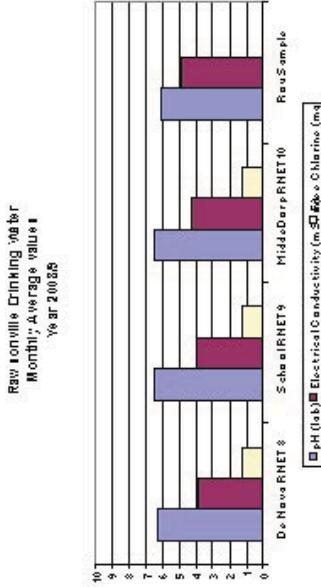
Figure 17 depicts the Monthly Average pH, Electrical conductivity (mS/m) Free Chlorine (mg/L) values. A comparison is shown between different end-point users in the town of Rawsonville.

**Comparison of end-point user quality for pH, EC and free Chlorine**



Figure 18 depicts the Monthly Average pH, Electrical conductivity (mS/m) Free Chlorine (mg/L) values. A comparison is shown between different end-point users in the town of De Doorns.

**Figure 18: Comparison of end-point user quality for pH, EC and free Chlorine**



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## OPERATIONAL SERVICES - Laboratory

### 4.2.4 Touws River

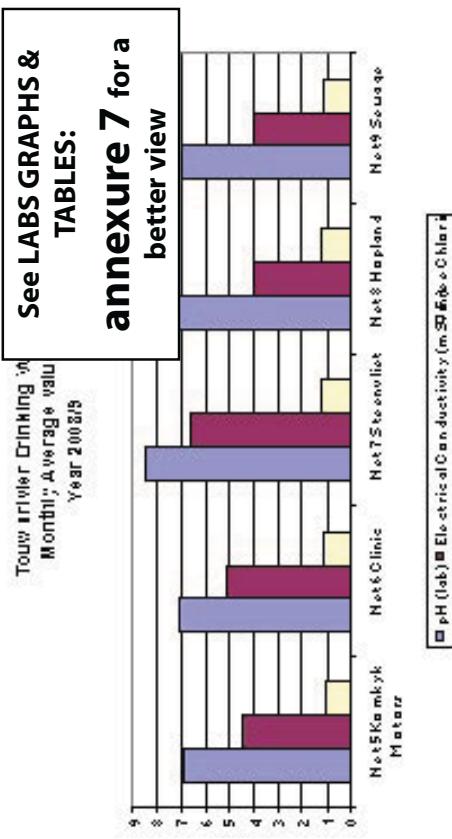
The average monthly values for the year are given in Table 11 below.

**Table 11: Monthly Average: Year 2008/9**

PARAMATER	Net5 Komkyk Motors	Net6 Clinic	Net7 Steenvliet	Net8 Hoopland	Net9
pH (lab)	6.9	7.1	8.4	7.2	7.0
Temperature (lab)	20.7	19.7	19.7	19.5	19.7
Electrical Conductivity (mS/m)	4.5	5.1	6.6	4.1	4.0
Total Dissolved Solids (mg/l)	28.7	32.8	42.5	26.1	25.6
Colour	1.2	1.0	0.9	1.4	1.3
Turbidity	0.3	0.2	0.3	0.5	0.5
Total Hardness	19.0	19.2	27.7	18.0	17.9
Calcium Hardness	15.4	14.7	22.8	13.3	13.6
Magnesium Hardness (calculated)	3.6	4.6	4.9	4.8	4.3
Calcium (calculated) as mg/l Ca	6.2	5.9	9.1	5.3	5.5
Magnesium (calculated) as mg/l Mg	0.9	1.1	1.2	1.2	1.0
Iron	0.0	0.0	0.1	0.0	0.0
Manganese	0.0	0.0	0.0	0.0	0.0
Alkalinity (mg/l CaCO <sub>3</sub> )	11.9	11.2	18.2	8.6	9.4
Chloride (mg/l Cl)	8.5	9.0	8.7	8.3	8.4
Sulphate (mg/l SO <sub>4</sub> )	0.8	0.5	0.7	0.6	0.8
Total Chlorine	-	-	-	-	-
Free Chlorine	1.1	1.1	1.2	1.2	1.1
pHs	9.6	9.6	9.3	9.8	9.9
Li	-2.5	-2.0	-0.3	-2.7	-2.8
E.coli	0	0	0	0	0

Figure 19 depicts the Monthly Average pH, Electrical conductivity (mS/m) Free Chlorine (mg/L) values. A comparison is shown between different end-point users in the town of Touws River.

**Figure 19: Comparison of end-point user quality for pH, EC and free Chlorine**

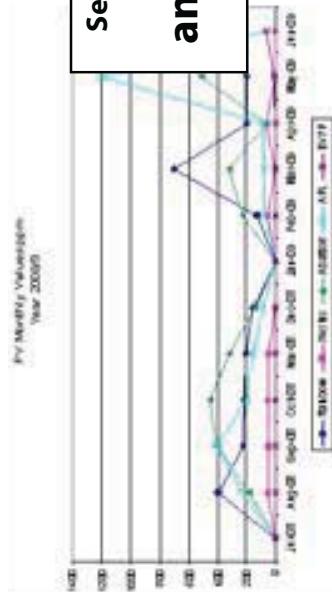


### 4.3 Industrial Effluent

Grab samples were taken from the industries during the year 2008/9. Another industry, Breede Valley Fruit Processor (BVFP) was also added to the sampling routine during the latter part of 2008/9.

Figure 20 depicts the Permanganate Value (ppm) for the different industries for period as shown, whilst Figure 21 depicts the COD (mg/L) for the same period.

**Figure 20: Permanganate Value: Grab samples**

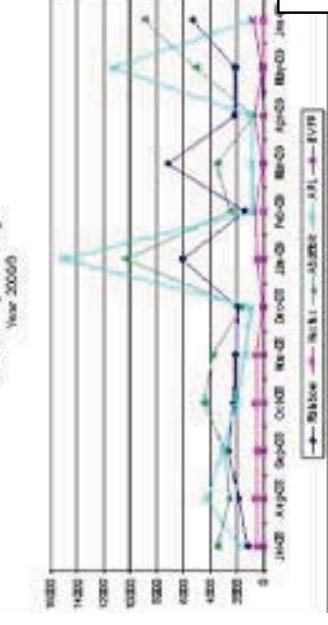


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**Figure 21: COD values: Grab samples**



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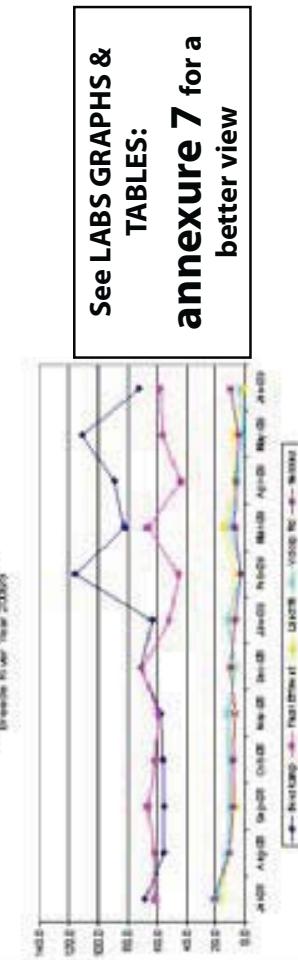
## OPERATIONAL SERVICES - Laboratory

### 4.4 River Monitoring

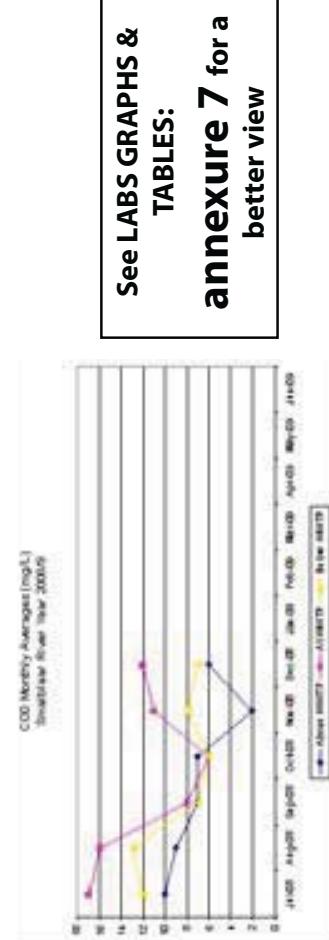
#### 4.4.1 Breede River

Figures 22 and 23 depict the monthly COD and Nitrate values for the year 2008/9 respectively. A comparison is shown between the different sampling points.

**Figure 22:** Average Monthly COD Value

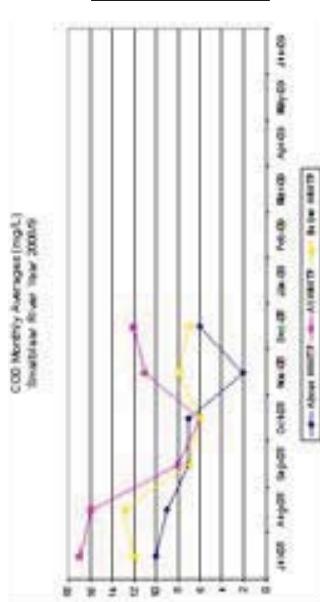


**Figure 23:** Average Monthly Nitrate Value



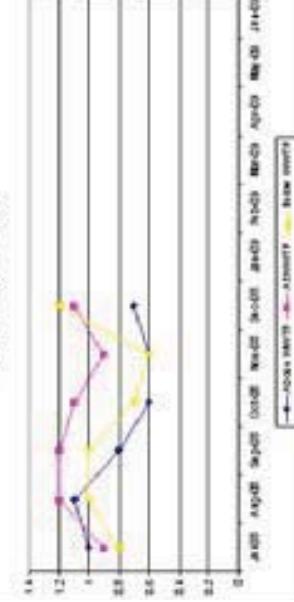
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**Figure 24:** Average Monthly COD Value



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**Figure 25:** Average Monthly Nitrate Value



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## OPERATIONAL SERVICES - Laboratory

<b>5. BLUE-GREEN DROP STATUS</b>	<p>The Blue and Green Drop certification is a country-wide initiative of the Department of Water and Environmental Affairs which will reward municipalities (after a stringent evaluation) by announcing that the drinking water that they supply as well as the effluent produced by the wastewater treatment facilities not only complies, but also exceeds the requirements as prescribed by the DEWA.</p> <p>This is not just a wishy-washy type of exercise but a comprehensive process to ensure that those awarded this status are managing their facilities according to world class standards. However, after achieving this status, local governments must ensure that the same high standards are maintained as this status can be removed if not up to scratch. Therefore it is imperative that the powers-that-be support this initiative wholeheartedly and make resources available as they are needed to ensure that Breede Valley Municipality is THE local government in the country.</p> <p>Initially an evaluation was done for municipalities during the financial year 2008/9. Both the drinking water and wastewater treatment plants were evaluated, with the drinking water of Worcester receiving Blue Drop Status. However, a vast improvement is needed if we want to achieve the same status for the other plants that resort within jurisdiction of Breede Valley Municipality. This CAN be done and a definite plan will be implemented to achieve the required status.</p>	<p>Training, courses and conferences/seminars attended:</p> <p>The laboratory staff attended various courses as well as a national conference. Below is a breakdown of staff and courses attended:</p> <table border="1"><tbody><tr><td>Achmad Kafaar</td><td>Wastewater treatment course for managers/supervisor-CPUT</td></tr><tr><td>Abegail Noble</td><td>Supervisory Course - MDZ Consulting (Pty) Ltd</td></tr><tr><td>Andre Christians</td><td>Computer course – Creative Minds</td></tr><tr><td>Elise Groenewald</td><td>Wastewater treatment course for managers/supervisors-CPUT</td></tr><tr><td></td><td>Leadership (Wastewater) – continuous basis</td></tr><tr><td></td><td>Environmental Health and Safety Course</td></tr><tr><td></td><td>Computer Course – Creative Minds</td></tr><tr><td></td><td>ewISA Asset Management – WAM Technologies</td></tr></tbody></table>	Achmad Kafaar	Wastewater treatment course for managers/supervisor-CPUT	Abegail Noble	Supervisory Course - MDZ Consulting (Pty) Ltd	Andre Christians	Computer course – Creative Minds	Elise Groenewald	Wastewater treatment course for managers/supervisors-CPUT		Leadership (Wastewater) – continuous basis		Environmental Health and Safety Course		Computer Course – Creative Minds		ewISA Asset Management – WAM Technologies
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	Computer Course – Creative Minds																	
	ewISA Asset Management – WAM Technologies																	

## 6. OPERATIONAL

### 6.1 Equipment and chemicals

Chemicals and consumables (including glassware) were procured on a regular basis as the need arose. A stock control process is being designed/developed for implementation. At times the stock of available reagents and chemicals were under severe pressure due to the additional daily monitoring of the new AUSL ponds that became part of the monitoring at the Worcester waste water treatment plant. In addition to that, the laboratory also supplied the outside wastewater treatment plants outside Worcester with reagents and chemicals in order for them to do basic analyses like nitrate and phosphates.

Additional equipment that was purchased included dissolved oxygen meters, two new water stills for distilled water, Hach photometers as well as chlorine disk kits. This equipment still needs to be distributed to the relevant outside stations.

### 7. ACKNOWLEDGEMENT

The Laboratory Manager would like to thank the following people for their valued input during the year 2008/9:

- Andre Christians – for his support and his ever willingness not only in respect of laboratory duties, but at times going the extra mile.
- Abegail Noble – ability to master/adapt to workings in the laboratory even although she has only been employed for a short period.
- Elise Groenewald – although only employed for a six month period, her value cannot be underestimated,
- Elkeine Rossouw – for her valuable input, advice, and always being available,
- The Superintendents and Supervisors of the different wastewater and water treatment plants.

### 6.2 Reporting

Analysis results were communicated (via e-mail) to different superintendents for their perusal, with notices given to A.Booyens as well. The laboratory gave these weekly reports as soon as analyses were complete. However, there was the odd miscommunication, which will be addressed in the new financial year.

### 6.3 Staff

Two posts were advertised during the latter part of 2008 and these were filled after the interviews were conducted and a decision made regarding the appointment of the successful applicant. The appointments made were that of an assistant chemist (Ms. Abegail Noble) as well a temporary lab aid (Ms. G.E. Groenewald) for a period of six months December 2008 to June 2009.

With the temporary lab aid's contract ending June 2009, the laboratory will again be short of one staff member. However, for the budget year 2009/10, provision was made for temporary staff remuneration and we will seriously have to think about advertising for a suitable person for a contract of twelve months to be employed. Further motivation for employing such a person is the fact that the "Blue-Green Drop" initiative as driven by the Department of Water and Environment Affairs will put additional strain on the laboratory